



## ATTENDANCE... HELPING OUR STUDENTS SUCCEED!

- All absences require a written excuse. Excuses must be received within 3 days of a student's return to school. Failure to submit an excuse will result in the student's absence(s) remaining as unlawful.
- Excuses can be emailed to Ms. Osorio at [NortheastAttendance@basdschools.org](mailto:NortheastAttendance@basdschools.org), faxed to Ms. Osorio at 484-821-2936 or provided to the student's homeroom teacher upon return to school.
- Attendance letters are mailed home once a student reaches 3 unlawful absences, 7 cumulative absences and 10 cumulative absences.
- Please keep in mind that automated calls are sent daily to notify parents/guardians of a student's absence.
  - **Non-Cumulative** – doctor note, death in the family, court
  - **Cumulative** – parent excuse, preapproved vacation
  - **Unlawful** – absences without parent excuse, truancy, past 10 cumulative absences without a doctor's note

### **Upon 3 Unlawful Absences**

- Parent may be contacted for a Student Attendance Improvement Conference.
- Possible Referral to CIU20 truancy interventionist.
- Possible Children and Youth Referral.
- Continuation of unlawful absences may result in a court referral.

### **7 Cumulative Absences**

- Student is nearing maximum allowed absences for school year.
- Attendance letter will be mailed home.
- Please contact your child's guidance counselor with questions.

### **10 Cumulative Absences**

- Maximum allowed cumulative absences for school year.
- Attendance letter mailed home.
- All future absences going forward require a doctor's note or it will be considered unlawful.