



Quick Reference for ATTENDANCE



Any time that your child is away from school needs to be accounted for...so, if your child is/has...

SICK

Choose ONE (1) Option below

- Call the school at 717.741.2281 and press 9. Please report your **student's name, grade, your name and the reason** for the absence.
- Email the school at YAbsences@dallastown.net Please report your **student's name, grade, your name and the reason** for the absence.
- Visit York Township's webpage, click on **Absence Reporting**, and complete the form.
- * Please send any doctor's notes in with your student upon their return to school.
- * It is not your child's teacher's responsibility to forward attendance information to the office.



You will be notified when your student reaches the 3, 6, and 10 day absence thresholds.

APPOINTMENT

If your child **will be late** to school because of an appointment,

- Please call 717.741.2281 or email YAbsences@dallastown.net and report that they will be late to school due to an appointment.

If your child **will be leaving early** due to an appointment,

- Please call 717.741.2281 or email YAbsences@dallastown.net and report the time that your child will be picked up.

* Please keep in mind that **advanced** notice allows your child and their teacher to be prepared for departure at the time you need to leave. Students are sometimes in special, at lunch or on the playground & locating them, and then packing up, could delay your departure.

* Please remember to get a **doctor's note** for all appointments, even at the end of the day. Please send them in the next day.

* Please remember that having an appointment does not necessarily excuse a full day's absence.

Any Questions?

Abbey.gutekunst@dallastown.net



PRE-ARRANGED ABSENCE (EDUCATIONAL TRIP)

- Complete the "Pre-Arranged Absence Form" for Elementary students which can be found in the office or online at https://yt.dallastown.net/forms/educational_trip. Pre-Arranged absences are limited to **ten (10)** days in a school year and may **not** be taken during PSSA testing periods (see DASD website for dates). The request must be received **prior** to the absence or the absence will be considered illegal.



Consider bringing a postcard back for Mr. Bouchillon's bulletin board!