

September 2016

Dear Families of Glenside Elementary School:

Regular school attendance is essential for students to gain the greatest benefit from their educational experience. However, we understand there are times when students are unable to attend school. To ensure the accurate reporting of students' attendance, we are asking for your support. When your child is absent, please adhere to the following attendance guidelines:

**Attendance Guidelines**

Regular attendance enhances a student's educational experience and is required by state law. To ensure accurate reporting of a student's attendance, parents/guardians please follow the guidelines indicated below:

1. Call Child Check, 215-881-6440 option 1 and provide the following information: Student's Name, Date of Absence, Reason for the Absence and the Student's Homeroom Number and/or Teacher's Name.
2. Written notification must be submitted within **three** days of your child's return to school for the absence to be considered "Excused." The written notification needs to include a reason for your child's absence and may be faxed at 215-886-6797 or emailed to the building at [geattendance@cheltenham.org](mailto:geattendance@cheltenham.org)

Please know that a student's absence will be recorded as "unexcused" until written notification is received and a letter will be sent to a student's home indicating the absence is unlawful. Questions regarding attendance should be directed to the building administrator.

Please note that contacting or receiving a telephone call from Child Check does **not** excuse your child's absence. According to the compulsory attendance provision of the Public School Code, written documentation is required **within three days upon your child's return to school** for the absence to be considered excused. The documentation will be reviewed and your child's attendance record will be adjusted accordingly in Power School, which can be viewed via the Parent Portal.

Thank you for your attention and support!

Sincerely

Jenette Oddo  
Principal