



ATTENDANCE POLICIES AND PROCEDURES

The Cheltenham School District provides rigorous, engaging learning experiences every day. Your child(ren)'s school attendance and punctuality to class are critical to success. To encourage establishing good habits, please take time to review the following guidelines with your child(ren). In effect for the 2020-2021 school year, PA House Bill 1615 made changes to the PA Public School Code Compulsory School Age to age 6-18. Students are required to attend school by the age of 6 and until the age of 18 or graduation, whichever occurs first.

EXCUSING ABSENCES

- For an absence to be coded as excused, parents/guardians must submit written or emailed documentation explaining the student's absence.
 - Notes must be submitted within three (3) days of the student returning to school.
- If a student is out for three (3) or more consecutive days for illness, a doctor's note is required to excuse the absences.
- Only 10 written parent/guardian notes are permitted during a school year for illness. Once the maximum has been submitted, all further absences for illness shall require a doctor's note in order for the absence to be excused.
- 10-Day Disenrollment: Students absent from school for 10 consecutive days with no notification from family explaining the absence will be disenrolled.
- Educational Trips: Must be approved by the building administrator utilizing the "Educational Travel Request" form on the District Family Portal (cheltenham.org/familyportal). For international educational trips exceeding 10 days, the student will be disenrolled. Re-enrollment will occur once the student is re-registered at the Administration Building.
- Lateness and Early Dismissals: Excessive lateness and early dismissals can amount to days missed and therefore result in truancy proceedings. Notes from family and/or doctor must be provided, where appropriate.

ATTENDANCE MONITORING PROCEDURES

- After a third unexcused absence, a letter is mailed home notifying parents/guardians.
 - After the letter is mailed, a "School Attendance Improvement Plan" (SAIP) conference will be scheduled.
- Following a sixth unexcused absence, a citation will be issued to district court and a hearing will be scheduled.
- A 10th unexcused absence results in a referral being made to the Office of Children and Youth's Truancy Department.

REPORTING AN ABSENCE

Cheltenham Elementary School:
Call 215-635-7415 (opt. 1) or email COconnor@cheltenham.org.

Glenside Elementary School:
Call 215-881-6440 (opt. 1) or email GEattendance@cheltenham.org.

Myers Elementary School:
Call 215-517-4540 (opt. 1) or email BGadson@cheltenham.org.

Wyncote Elementary School:
Call 215-881-6410 (opt. 1) or email WEattendance@cheltenham.org.

Elkins Park School:
Call 215-881-4940 or email EPattendance@cheltenham.org.

Cedarbrook Middle School:
Call 215-886-6591 or email CBKattendance@cheltenham.org.

Cheltenham High School: Email CHSattendance@cheltenham.org.

QUESTIONS OR CONCERNS?

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