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Excused Absence

WHAT IF YOUR STUDENT IS SICK?

(IMPORTANT: DO NOT USE REMIND TO NOTIFY THE SCHOOL OF STUDENT ABSENCES)

1. ON THE DAY YOUR STUDENT IS SICK: Call the office at 717-412-0069 or submit an absence notification via the website by 9:30 a.m..

2. FOLLOWING YOUR STUDENT'S ILLNESS : you have up to five school days to provide a written note or a doctor's note. **PLEASE NOTE:** If you neglect to submit written communication, the absence will be considered unlawful. After three unlawful absences, we are required to notify you in writing.

3. SUBMIT ONE OF THE FOLLOWING EXCUSES IN YOUR STUDENT'S BLUE FOLDER:

- An absence excuse form, signed & dated (see the Family Resources page of the website for a printable form) **OR**
- A hand-written note from you with the date(s) and reason for absence. (Parents/guardians may submit up to 10 illness excuses per year without a doctor's note. After that, a doctor's note is required.) **OR**
- A note from your student's doctor

Student's full name: _____

Was absent from school (date): _____

Reason for absence: _____

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

OTHER EXCUSED ABSENCES

Illness that starts at school: When students are sent home sick for vomiting or having a fever of 99.9 degrees or higher, their absence will be excused. Please do not send your student back to school for a full 24 hours after their last episode of fever or vomiting. Please provide a note upon your student's return for our records.

Family emergencies: LAH understands that unforeseen events occur. Family emergencies ***that center around and specifically include the student*** may be authorized as a lawful absence at the discretion of the principal. Please notify the school office in the event of an emergency.

Field trip absences: LAH encourages family time as well as educational/church opportunities. If you know in advance that your student will be absent for a family event, submit a field trip absence request form (located on the parents' page of the school website.)

- Families are asked not to plan a field trip absence during the last 10 days of the school year.
- All field trip absence requests will be evaluated by the principal on a case-by-case basis, taking into consideration the student's academic/behavioral records, the quality of the experiential learning experience, the nature of the family event, and the requirements of our course schedules and academic assessments.

UNLAWFUL ABSENCES

An absence becomes unlawful when:

- no written parent communication is provided within five days after the absence
- students are kept out of school to support the needs of parents/guardians or other family members

After three unlawful absences, we are required to notify you in writing. A letter will be sent home to families. This letter will explain Pennsylvania truancy laws and consequences.

After six unlawful absences, the parent/guardian and student will be required to attend an attendance meeting and a Student Attendance Improvement Plan will be enacted. If there is still no improvement and the student continues to be habitually truant, it must be reported to the Dauphin County Office of Children, Youth, and Families (according to Act 138.)

After ten unlawful absences, a meeting with the principal is required to determine if your student can remain enrolled.

The student may be withdrawn from the school at the principal's discretion.

Please note: four unexcused tardies count as one unlawful absence.