

Roberts Elementary School – Attendance Information and Procedures

Absence and Attendance Information

If a student will not be in school on a particular day, the parent or guardian is required to call the elementary school office Attendance Clerk between 8am and 8:40am at **610-205-3753** to report the absence. You may also leave a message for the Attendance Clerk on the same number. When a call is not received, a **daily** call will be placed to the parent or guardian to determine the reason for the absence. When a student returns to school after an absence, a signed excuse note explaining the absence must be brought to school. If this signed note is not received within **three (3) SCHOOL DAYS** following the absence, the absence will be **PERMANENTLY** recorded as an **UNLAWFUL ABSENCE**.

Educational Trips and Family Travel

All requests for educational trips and family travel must be submitted **two (2) weeks** before the date of departure to the Attendance Clerk on an UMASD Educational Trip Request Form. This form may be obtained at the school office or under the Parent Resources Tab on the UMASD website.

Late Arrival

Children should arrive at school no later than 8:50am. If a child is late because of an emergency or other situation, the student must bring in a note, signed by the parent or guardian explaining the lateness to the school Attendance Clerk before going to the classroom. Lateness to school due to a doctor's visit requires a signed doctor's note. The student will then be issued a pass to go to their classroom.

Early Dismissal

Parents should try to avoid disrupting their children's school day, which ends at 3:30pm. Attempts should be made to schedule medical and dental appointments at times other than during the school day. If it is necessary for a child to leave school early, the student must bring in a signed note explaining the reason to the office. A student who has an excused medical or dental appointment during school hours is to attend school until the time of dismissal, and return to school after the appointment, unless medical reasons prevent the student from returning to school. The student should provide a signed doctor's note to the Attendance Clerk upon their return to school.

Change in Dismissal Procedure

Parents or Guardians are required to send a note to the school office if any changes are required in a child's routine bus assignment or dismissal procedure. If a child will leave school with another child and parent, a note is required from **both** parents. This procedure is essential for the safety of all district students.

Parents and guardians should become familiar with the entire UMASD Attendance Policy. The policy is available online in the Elementary Handbook, and is also listed under Attendance Policy 204 under the Parent Resources Tab on the UMASD website.

Mrs. Marianne D. Tomchick - Attendance Clerk – Roberts Elementary School

Email address: matomchick@umasd.org