

Beginning Year Parent Information

ATTENDANCE PROCEDURES

It is the responsibility of the parent to notify the school with the reason for the absence when your child is not at school. **All absences must have a reason returned within three days as to why your student was out. Excuses received after the three days will remain unexcused unless a dr. note is received.**

Acceptable Excuse Submission Ways:

Excuses can be submitted in ANY ONE of the following ways:

1. Complete the reason on the excuse form in your PowerSchool Parent Portal (*preferred method*)
2. Scan a written & signed note, or dr. note to fzattendance@elcosd.org
3. Send in a written, signed excuse with the absence reason indicated, with your child.
4. Print the Excuse card for the building and return it to school. These are available in the main office or can be found at <https://www.elcosd.org/Page/910>

Attendance Letters:

Absence letters are mailed out weekly if your child has three or more unexcused absences. When your child accrues more than four unexcused absences, you will be invited to come in to attend a meeting with the principal & other staff to come up with a plan on how we can help to improve your child's attendance.

Absence Determination Times:

Students arriving after 9:00 AM, but before 10:00 AM, will be marked tardy/late.

Students arriving after 10:00 AM will be marked absent for the morning.

Students leaving before 2:30 PM will be marked absent for the afternoon.

Parents will receive an auto-generated absence notification phone call @ approximately 10:30 each day their child is marked absent from school. If you feel this is an error, please contact the main office @ 610-589-2575 on that same day so that we can verify/correct the absence.

CAR RIDER POLICY

1. If your child will be a car rider for the entire school year either to school, home from school or both ways please complete the transportation waiver form. Transportation Waiver Forms can be found in main office or at <https://resources.finalsite.net/images/v1734152439/elcosdorg/o4woqzrgaihwy94rxi6/transportationwaiverform.pdf>
2. On any day that your child will be a car rider at the end of day, please send a note in with the date/s of the pickup and who will be picking your child up.

TRANSPORTATION CHANGES

If you need to change your child's bus stop at any time throughout the year, please complete the Bus Stop Request/Change Form and submit to Brightbill Transportation. Form is available in main office or can be found on the transportation website at [Transportation](#).

TRIP FORM POLICY

Trips must be approved in advance by the principal in order to be an excused absence. Please submit the Elementary (K-5) Student Educational trip form to the main office two weeks prior (whenever possible) to your planned event. **Excuses for trips entered in PowerSchool or in writing, without the required form approved by the Principal, will be considered Unexcused.** **The number of school days of excused absences for educational trips shall be a maximum of six (6) days per school year.** Absences for educational trips in excess of six (6) days shall be considered illegal or unexcused with applicable penalties. As per School Board Policy 204, approved trip days ARE counted as part of the ten (10) days of school lawful absences, before a doctor's note is required. Trip forms can be

found in the main office or at <https://www.elcosd.org/Page/910>.

YEARLY PARENT STUDENT UPDATES

Please go into your PowerSchool account and complete the yearly parent forms by September 5th of every year so that we have current up to date information for your child. Please be sure to sign & date that you have completed these forms. Forms to complete are:

1. Student Information
2. Legal Guardians
3. Emergency Contacts
4. Yearly Health Profile
5. Annual OTC Medication Permissions
6. Student Digital Resources
7. Parent Permissions / Agreements (Handbook, Yearbook, Media Release, Internet Usage)