



ATTENDANCE REMINDERS

LANDIS RUN INTERMEDIATE SCHOOL
MANHEIM TOWNSHIP SD

All attendance procedures/procedures are outlined in the Landis Run Handbook, which is available to families on the website and in our office. Pennsylvania Compulsory School Law requires children to attend school daily. Every absence and tardy is a part of a student's record. Regular attendance affects student performance, social development, emotional well-being, and scholastic achievement. We look forward to working with your family to remove barriers to attendance and to encourage your child to be present each day school is in session on a regular basis.

What should I do when my child is absent?

You may choose to communicate on the day of absence, but you **must** submit written notification **within 3 days of the absence**. You can send a note with your student or you can upload a note on the Sapphire Community Portal.

What is an excused absence?

Absences that are: verified through written communication, and for an illness, death in family, family emergency, religious holiday (see Board-approved days), and educational tours (pre-approval required).

When do I need a physician's note?

PA Law allows a maximum of **10 days** to be verified by parent notification; beyond 10 requires a note from a physician.

What constitutes tardiness?

Students who arrive in homeroom after 8:10 am are considered tardy.

OTHER IMPORTANT INFORMATION ABOUT ATTENDANCE:

- If your child is absent from school, you will receive an automated phone call at 9:30am to inform you of the absence.
- Educational Tour/Trip Forms should be submitted 2 days prior to the date(s) of absence. Up to 5 days can be excused and count towards the 10 days of excused absences.
- Parents are strongly encouraged to submit excuse notes through The Sapphire Community Portal. If you need help with directions, please reach out.
- In the case of continued concerns about attendance, we will request to come together to create a Student Attendance Improvement Plan in order to try to identify reasons for absences and address them with the family, as a team.
- Notes for EARLY DISMISSALS must be received prior to the dismissal time. Students can drop off their notes on a cart located outside of the office. Please be advised that no notes should be emailed to the teacher.

DO NOT HESITATE TO REACH OUT AT ANY TIME TO ASK QUESTIONS, SHARE CONCERNS, OR ASK FOR HELP WITH ATTENDANCE.