PHILADELPHIA

IS SHOWING UP FOR ATTENDANCE

Educator Resources to Improve School Attendance
Attendance Heroes

Everyone can be an attendance hero. Strive for perfect attendance.

Family Checklist

*Good habits build confidence that lasts a lifetime.*

- Map the best way to school.
- Get clothes and backpack ready the night before.
- Set a regular wake-up time.
- Have a backup plan to the backup plan.
- Get there on time because reading is taught first.
Kindergarten Attendance Matters

SDP study shows kindergarteners who missed fewer days of school were more likely to become stronger readers by the end of the year.
Of the students who missed 20-24 days, 4 out of 10 were reading at grade level at the end of the year.

Of the students who missed 0 days, 7 out of 10 were reading at grade level at the end of the year.

SDP study shows kindergarteners who missed fewer days of school were more likely to become stronger readers by the end of the year.

Kindergarten Attendance Matters
Attendance Pledge & Weekly Tracker

Coming to school every day helps young students become strong readers.

Student Pledge:
I, _____________________________     , pledge to attend school and class, every day, on time. If I am absent from school, I will turn in an excuse note as soon as I return and will complete all of my assignments that I missed.

I will respect myself, my education, and my community by having good behavior and attendance every day. I will come to school prepared to learn and with a positive attitude.

By signing this pledge, I agree to do my best, each and every day!

Parent/Guardian Signature: _______________________________________
Our class is just not the same without you. We can help you catch up!

Parent & Teacher Resources

SEND TO SCHOOL
- No other symptoms but a runny nose or just a little cough.
- No fever in the past 24 hours without fever-reducing medicine.
- No vomiting or diarrhea for 24 hours.

KEEP AT HOME
- Fever higher than 100.5 degrees even after taking medicine.
- Vomiting or diarrhea in the past 24 hours.
- Eyes pink and crusty.
- When child is complaining of any ear or throat pain.

CALL THE DOCTOR
- Fever higher than 100 degrees for more than two days.
- Vomiting or diarrhea for more than two days.
- Sniffles for more than a week, and not getting better.
- Asthma symptoms after using asthma medicine.
- Call 911 if your child is having trouble breathing after using an inhaler.

CALL THE DOCTOR
- Don’t forget to have three days from your child’s absence to submit an excuse note. You need to submit a doctor’s note, too, for absences of three or more days in a row.

EVERY DAY COUNTS

“I DON’T FEEL GOOD” WHEN SICK IS TOO SICK FOR SCHOOL

WE MISSED YOU!
Our class is just not the same without you. We can help you catch up!

HERE’S WHAT YOU MISSED

ABSENCE EXCUSE NOTE

Every day counts. Start to finish.
Attendance Policies & Resources

**EVERY DAY COUNTS START TO FINISH**

1. What should I do if my child is absent from school?
   - If all attendance concerns are resolved before the end of the school day, your child may return to school the next day.

2. Why do I have to explain my child's absence?
   - The Pennsylvania School Code requires reporting absence at least three days following your child's absence.

3. What should I do if my child's attendance records are incorrect?
   - If you feel there is an error/discrepancy on your child's attendance and records, you have the right to address it with the school. Be ready to present proper documentation about the change you're requesting. Once all required information is submitted, a representative from the Office of Attendance and Truancy will contact you to discuss the results of your inquiry.

**FAQs DISTRICT ATTENDANCE POLICIES**

4. What is the difference between an excused absence and an unexcused absence?
   - Excused: The following conditions are considered excused absences: illness, quarantine, recovery from accident, authorized school activities, required court appearance, death in the family, authorized school activities, and reasons for absence. Schools must receive the doctor's note giving the child's name, classroom, date(s) absent, and reasons for absence one day following your child's absence. You should receive a letter from the school about the change you're requesting. Once all required information is received, a representative from the Office of Attendance and Truancy will contact you to discuss the results of your inquiry.

5. What is the policy regarding funeral leave for students?
   - There are specific guidelines and procedures for authorizing the number of days to excuse student absences for family members. The Office of Attendance and Truancy requires you to provide the school with documentation supporting your request for the number of days.

6. How do I know if I need a doctor's note?
   - A doctor's note is required for absences due to death in the family.

**HELPFUL RESOURCES TO OVERCOME ATTENDANCE BARRIERS**

Parents, we're here to help. We know it takes a lot to get kids to school every day on time. Thank you for doing what you do to make daily on-time attendance a family goal to help your child succeed in school.

We’re in your corner to help you and your family if you are facing challenges such as transportation, health issues, housing instability, tough work schedules, or anything else you can’t keep up with on your own.

Meanwhile, we hope these resources help. Ask your school for copies of handouts or download them at philasd.org/calendar or readby4th.org/attendance.

**STUDENT HEALTH**

- **When Sick is Too Sick For School**
  - When child is complaining of any ear or throat pain.
  - Eyes pink and crusty.
  - Fever higher than 100 degrees for more than two days.
  - No other symptoms but a runny nose or just a little cough.
  - CALL THE DOCTOR

**STUDENT SAFETY**

- **Building and Amenities**
  - Low in-home safety equipment: install smoke and carbon monoxide detectors, install safety gates on stairs, install locks on exterior doors,

**EMERGENCY FUNDS**

For students experiencing a family crisis, emergency funds may be available through Philadelphia Department of Human Services, Office of Children and Youth, and the Community Services Providers. Funds may be available through philasd.org/education/

**FAMILY SUPPORT**

In-home safer home management services and support. Parents can use the interventions to promote healthy development of children in the areas of learning, emotional, and behavioral changes through the Family Empowerment Services Program. Call 311 or 215-685-2000.

Housing assistance. The Low Income Home Energy Assistance Program (LIHEAP) can provide help paying energy bills. For more information, visit philadelphiahomepower.com/housingassistance.
We Are Here to Help

We’re here to help. Let us know if you are moving or have a change of address or phone number.

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Attendance Works
attendanceworks.org