Dear Families,

On the back of this letter you will find a sheet of excuse slips which may be used when your child is absent from school. Please complete an excuse and send it back to school within three (3) days following your child’s absence. He or she must turn in the excuse to his or her homeroom teacher. The following are legal excuses from school: 1) illness, 2) a death in the immediate family, 3) participation in non-school sponsored educational tours and trips which have had prior approval by a building principal, 4) impassable roads, 5) a maximum of 36 hours of religious instruction, 6) court attendance or unavoidable emergencies accepted as a legal absence by a building principal.

If you are planning an educational trip for your family which will necessitate your child’s absence from school, please have your child go to the school office and ask for an educational field trip request form. These forms are also available on the Jersey Shore Area School District website. Please complete the form and return it to the school office at least 3 days prior to the student’s absence from school.

When students are absent from school, they miss out on direct instruction and group interaction that cannot be made up. If you have trouble getting your child to come to school, please contact a principal or guidance counselor and tell them what you think is causing the problem. Meetings at school with you, your student, a guidance counselor and your child’s teachers can be arranged. Our goal is to help students enjoy coming to school, actively participating in their education, and building lasting friendships.

Any student who arrives for school after 7:45 AM, but within one (1) hour of the start of the school day, shall be considered tardy. Students may accumulate three tardies. Any additional tardies will result in a half (½) day of absence. Any student who is absent from school for a period of three (3) hours or less shall be charged with one half (1/2) day’s absence. Attendance Policy 204 is viewable in its entirety on the Jersey Shore Area District home page under the Administration tab.

We hope this information will help you correctly submit the excuses for your child’s absence from school. If you have any questions about this information, please do not hesitate to call the school office at 570-398-7120.

Sincerely,

**Adrienne Johnston Jennifer Berry-Propst**

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Principal Assistant Principal