



# Attendance

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School District of Philadelphia  
Fanny Jackson Coppin Elementary



# Agenda

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- Attendance Policies
  - Excused Absences
  - Unexcused Absences
  - Late Arrivals & Early Dismissals
  - Absence notes and the Google Form
  - High School & Middle School Selection Attendance Criteria
  - Truancy Policies
    - C31 Forms
    - SAIP Conference & Planning
    - Progress Monitoring
    - Truancy Referrals

If you need any assistance...

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Contact your School Counselor:

**Ms. Casanova**

[mcasanova@philasd.org](mailto:mcasanova@philasd.org)

Office: 215-400-7970, option 2

Cell: 484-278-1654

# Excused Absences

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- Obtaining Professional Health Care or Therapy
- Illness
- Recovery from Accident
- Death/Funeral-Related Absence
- Educational Tour/Trip or Activity
- Required Court Appearance
- Out of School Suspension
- Observance of a Religious Holiday
- Family Emergency
- Other Urgent Reasons
- Quarantine

# Unexcused Absences

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An unexcused or unlawful absence occurs when a student is absent without a valid excuse in writing. That means that either a written notice was not submitted to the school upon the student's return, or that the reason provided in the notice was deemed invalid.

Examples of invalid excuses include (but not limited to):

- babysitting
- waking up late
- vacation

# Late Arrivals/Early Dismissals

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A student coming to school two (2) hours after the start of the school day, or leaving two (2) hours before the end of the school day, will be marked as half-day absent. If the child has a note from a licensed healthcare provider (Doctor, Dentist, Psychologist, Psychiatrist etc.) they will be marked as half-day excused. The note must be given to the school upon return from the medical provider, within 24 hours of the visit. If the student does not have a note, the half-day will remain unexcused. Two (2) half-day unexcused absences will equal one (1) full day unexcused absence.

# Late Arrivals/Early Dismissals

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## **School Start time at Coppin is 8:15am.**

Students who arrive between 8:20 am - 10:15 am, will receive a late note and the lateness is recorded in the school computer network.

Students who arrive after 10:15 am, will be marked with a half day AM absence. If a note is accepted, the half day absence will be an excused half day absence.

## **School Dismissal time at Coppin is 2:54pm.**

Students who are picked up before 12:55pm, will be marked with a half day PM absence. If a note is accepted, the half day absence will be an excused half day absence.

# Absence Notes & Coppin Google Form

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*Written absence notes must be received by the school within **3 days** of a student's return to school after an absence. If the note is not submitted to the school within the required time frame, the day(s) may not be excused.*

## **Accepted forms of written notes at Coppin:**

- Coppin Absence Google Form
- Handwritten note turned in to the student's teacher or to the main office

## **Not accepted forms of written notes:**

- Email, text, remind, dojo or other electronic message to the teacher or school staff



# The Google Form:

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[Link to the 22-23 Absence Google Form](#)

# Absence Notes

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- All absences resulting in a total of three (3) or more consecutive days require a written note by a licensed healthcare provider in order to be excused.
- For absences that do not total three (3) consecutive days, parents may submit a written excuse note stating the reason for the absence. Excuse notes from a healthcare provider may also be submitted in lieu of a parent note for any absence.
- When a student has been absent due to illness, excused with a parent note, totaling eight (8) days (cumulative), all subsequent absences may require a written excuse note from a licensed healthcare provider.

# SDP Truancy Definitions:

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**Truant:** Having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

**Habitually truant:** Six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

**Chronically truant:** Ten (10) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

# SDP Truancy Policies

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- C31 Forms
- SAIP Conference & Planning
- Progress Monitoring
- Truancy Referrals

# Truancy Response by Absence

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- 3rd Unexcused/Illegal Absence: C-31 Form is Sent Home
- 6th Unexcused/Illegal Absence: School team schedules a meeting with student and guardians to create a SAIP (School Attendance Improvement Plan)
- 10th Unexcused/Illegal Absence: Referral to the Office of Attendance & Truancy and Truancy Court

# 95%

Criteria-Based Middle and High Schools are looking for a 95% attendance rate.

# SEPTA Fare Card

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- If a student in grade 6-8 lives more than 1.5 miles away from school they may be eligible for a SEPTA student fare card.
- Please contact Ms. Casanova for more information regarding SEPTA fare cards.

# Classroom Attendance Incentives

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- Classroom teachers offer individual student and classroom incentives through our PBIS system for students to earn rewards for excellent attendance.



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