

Central Dauphin High School Attendance Process

All attendance policies (CDS Policy 204) are listed in the Student Code of Conduct book and the School Calendar that students will receive the first few days of school. Please review them thoroughly with your student.

ABSENCE: Students should report to the attendance office in the morning after an absence for the purpose of receiving an Admission Slip (pink). The student should submit a note from their parent/guardian (or a doctor's note). If the note satisfies the requirements for an excusable absence, the Admission Slip will be given indicating an excused absence. If the note does not satisfy the requirements for an excusable absence, the Admission Slip will be given indicating an unexcused/unlawful absence. Students should have each subject teacher sign the Admission Slip in the designated space. Once all teachers have signed, the Admission Slip should be turned into the attendance office for filing.

Students must submit a written note to the attendance office within three (3) school days of their return from an absence. The note must specify the reason for the absence and be signed by a parent/guardian. A doctor's note with the date(s) of the absence(s) can be submitted in lieu of a parent/guardian note. If a student is absent for three (3) or more consecutive school days, a doctor's note is required. All notes will be filed for future reference.

If a student does not submit a note within three (3) school days, the absence(s) will be permanently recorded as unexcused/unlawful. When three (3) unexcused/unlawful days are accumulated, discipline and/or truancy procedures may be enacted.

If an absence is determined to be unexcused/unlawful, the teacher shall provide information/materials necessary for the student to garner educational benefit; however, credit for such missed work is under the discretion of the teacher and/or principal.

TARDY: If a student is tardy to school, they should report to the main office and sign in. There they will be given an Admission Slip, either excused or unexcused dependent on the reason listed on the parent/guardian note.

EARLY

DISMISSAL: If a student requires an early dismissal from school, they should report to the early dismissal office first thing in the morning with their parent/guardian note. There they will be given an Early Dismissal Pass (green and white). This pass should be shown to the teacher at the early dismissal time which will allow the student to leave their classroom and report to the main office for dismissal. If a student is driving, they are required to sign themselves out in the main office. If a student is being picked up by their parent/guardian, said parent/guardian must come into the main office and sign the student out. If a student is returning from an early dismissal, they are required to return through the main office and notify the staff of their return. Failure to sign in/out through the main office could result in disciplinary action.

**Please review ALL Attendance Policies in the
Student Code of Conduct book and the School Calendar**

