DAUPHIN COUNTY TECHNICAL SCHOOL

ATTENDANCE

A family guide to school attendance

Regular attendance supports academic success.
Missing 10% of the school year - about 2 days a month - can affect a student's progress.

OUR POLICY

EXCUSED OR LAWFUL ABSENCES

Examples include illness; professional health care or therapy from a licensed practitioner; quarantine; required court attendance; death in the family; and circumstances related to homelessness, foster care or other educational instability. See the full policy for the complete list.

PARENTAL NOTICE OF ABSENCE

Absences are treated as unexcused until the school receives a written excuse explaining the absence. Submit the excuse **within 3 days of the absence.**

A maximum of **5 cumulative days** of lawful absences verified by parental notification is permitted each school year. Absences beyond 5 cumulative days require an excuse from a **licensed practitioner of the healing arts.**

SUBMITTING ABSENCE NOTES

Provide a written or electronic note explaining why your student missed school. Submit notes to the attendance clerk, Ms. Bair, in the front office, or email attendance@dcts.org.

ATTENDANCE REQUIREMENTS

AGES AND RESPONSIBILITY

Children must comply with compulsory attendance requirements from **age 6 to age 18, or until graduation**, whichever occurs first. The person in parental relation - usually a parent, guardian, relative or foster parent - is legally responsible for ensuring the child attends school.

TRUANCY

A child subject to compulsory attendance is **truant after 3 or more unexcused school days** in the current school year and **habitually truant after 6 or more**.

ATTENDANCE IMPROVEMENT

At **4 or more unexcused absences**, a School Attendance Improvement Conference (SAIC) is held to examine absences and their causes and identify ways to improve attendance, with or without additional services. The child and person in parental relation are not legally required to attend. The school documents the outcome in a School Attendance Improvement Plan (SAIP).

SUBSEQUENT UNLAWFUL ABSENCES

A truancy citation is generally filed with the magisterial district judge where the child attends school or would attend in the district of residence. A conviction may result in a fine, community service or completion of a program designed to improve attendance.

Enrollment note: Students unlawfully absent for 10 consecutive school days shall be dropped from the active membership roll.

ATTENDANCE CLERK

Efae Bair
attendance@dcts.org
ebair@dcts.org
717-652-3170 ext. 7438

SCHOOL SOCIAL WORKER

Courtney Finkey
cfinkey@dcts.org
717-652-3170 ext. 7122

Full attendance policy
Policy 204 | Scan or click

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