

Conrad Weiser Middle School

ATTENDANCE AND FAMILY TRIP PROCEDURES

If your child is going to be absent, please notify the middle school Guidance Office at 610-693-8504 by 8:15 a.m. When returning to school, your child should submit to his/her first block teacher or the Guidance Office a signed excuse card with the reason stated for the absence. Absences are considered illegal until an excuse card is received. **Verbal Excuses via the telephone or in person are not legal. Written documentation is necessary.** Additional excuse cards may be obtained from the office, the Guidance Office, your child's first block teacher or homeroom teacher. Whenever your child has been seen by a medical doctor, it is highly recommended that you submit a doctor's excuse stating the dates of illness. This will take the place of an excuse card.

If your family is planning to travel during the school year, a trip form must be completed and returned to the assistant principal for approval. A report must be completed and submitted to the assistant principal within 10 days of the student's return to school. The report should be at least one page long, in a daily diary format. The absences will be considered illegal until the report is received.

Your cooperation is greatly appreciated in this area. To review other attendance procedures, including late arrivals and early dismissals, please review pages 16 and 17 of your child's planner.