

# BROCKWAY AREA ELEMENTARY SCHOOL

40 NORTH STREET  
BROCKWAY, PENNSYLVANIA 15824  
TELEPHONE 814-265-8417  
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Candace Patricelli  
*Principal*

## Attendance Procedures FYI

Dear Parents and Guardians,

I want to make sure you understand the attendance procedures here at Brockway Elementary. It is very important for a student's success to have regular attendance at school. According to the PA Truancy Law, when your child misses a day of school, you must turn in a written excuse (from yourself or a doctor) within 3 days. Excuses may be sent in as a note or emailed as a note to the teacher.

As per our handbook, students are required to attend school every day except for the following reasons:

- Illness of the student/ Medical Excuse
- Death/Funeral
- Court appearance
- Family Vacations (must fill out a Pre-Arranged Absence Form available on the website)
- Impassable roads (as approved by the superintendent)
- Religious holiday (as approved by the Pa. Department of Education)
- Exceptionally urgent reasons (as approved by the elementary principal or the Superintendent - does not include work at home)

All other absences are considered "unexcused." After 2 unexcused absences, we will send home a letter. After 3 unexcused absences, you will get "the official" certified letter stating that you are heading down the path to truancy. We do not want this to happen to you, so please remember to send in your excuses.

After 10 absences in which a parent writes an excuse from home, you will be sent a "10 day letter" that states any additional absences must have a doctor's excuse. If doctor's excuses are not received, the absence will be considered unexcused and you will then start receiving the letters towards truancy.

Brockway Elementary wants to make sure everyone is aware of the protocols so that you can take the appropriate measures to ensure your children attend school daily. If they must be off a day, you now know what to do to be excused. Hopefully, this letter clarifies the procedures and requirements of the new PA Truancy Law. If you have any questions, please contact the school at (814) 265-8417.

Sincerely,

Mrs. Candace J. Patricelli  
Principal