

# Attendance Policy

## Reporting absences

A student must have a written excuse signed by a parent or guardian stating the reason for the absence. Email the excuse to the attendance officer at your brick-and-mortar building, copying your GVA Coordinator.

Shippensburg Area Senior High School	sashsattendance@ship.k12.pa.us
Shippensburg Area Middle School	samsattendance@ship.k12.pa.us
Shippensburg Area Intermediate School	saisattendance@ship.k12.pa.us
James Burd Elementary School	jbesattendance@ship.k12.pa.us
Nancy Grayson Elementary School	<a href="mailto:ngattendance@ship.k12.pa.us">ngattendance@ship.k12.pa.us</a>

All notes must be received within three (3) school days of the absence. If a note is not received within three school days of the absence, the absence is marked unexcused.

## Unexcused absences/ Truancy

Unexcused absences of students under the age of 18 are illegal.

- After four (4) unexcused and/or unlawful absences, the school is required to create a Student Attendance Improvement Plan during a meeting with the parents.
- After five (5) days of absence, a notice/reminder will be sent from the school office.
- After six (6) unexcused and/or unlawful absence, the school is required to make a referral to a District or local attendance program and/or Children & Youth Services and possible citation with District Magistrate.
- After ten (10) days of absence, a medical excuse from a physician is required for each additional absence.
- The District Social Worker may be called at any time student attendance is a concern.

**GVA students follow the Shippensburg Area School District calendar.**