

**Albert M. Greenfield Elementary**  
**2200 Chestnut Street, Philadelphia, PA 19103**  
**(215) 400-7810**

**ATTENDANCE POLICY 2025-2026**

Dear Greenfield Parents and Students,

Welcome back! We hope that you had a relaxing and enjoyable summer and are looking forward to a new and exciting school year. Please take this opportunity to review the following **School District Attendance Policy**.

It is important to understand the correlation between daily attendance and academic achievement. Please do your best to ensure that your child has prompt and daily school attendance. Consistent and prompt attendance ensures that our students will not miss valuable instructional time or opportunities that will enhance their success in school.

Students are required to be at school every day with the following exceptions:

1. Illness
2. Quarantine
3. Recovery from accident
4. Required court attendance
5. Death in family
6. Educational tours and trips, with **prior written approval from principal**
7. Authorized school activities

A written or e-mailed excuse note from the child's parent or guardian must be submitted to the child's teacher within **three (3) calendar days** of the absence, but preferably on the day that the student returns to school. If a written note is sent in, please check with your child to ensure that they have submitted the note to their teacher. Failure to provide a written excuse within this time period will result in a **permanent** unexcused absence.

**According to the SDP Policy, when a student has been absent due to illness, excused with a parent note, totaling eight (8) days (cumulative), all subsequent absences may require a written excuse note from a licensed healthcare provider.**

#### **Doctor's Notes**

Illness related absences of **three (3) or more consecutive school days** must be supported by a doctor's note verifying the student's illness.

#### **Religious Holidays & Religious Instruction**

A written request by a parent or guardian is required to excuse a student from school activity for observing a religious holiday approved by the SRC. **The student may not miss more than thirty-six (36) hours per school year for religious purposes.**

## Vacations Taken During School Days

In accordance with the School District of Philadelphia's attendance policy, **vacations are coded as unexcused if taken when school is in session.**

## Important Guidelines To Remember

- If your child misses three **(3)** consecutive or non-consecutive days and has not turned in an excuse note you will receive a **C-31**, which is a **legal notification of unexcused absences.**
- If your child misses six **(6)** days and has not turned in an excuse note an **attendance improvement conference** may be held to address the student's absences and reasons for the truancy. The purpose of the conference is to identify motivations for and barriers to attendance and develop an action plan to improve attendance.
- After eight **(8)** cumulative absences for illness for which a parent writes an excuse note, **only doctor's notes will be accepted as excuses for all subsequent absences.**
- If your child misses ten **(10)** days and an excuse note has not been turned in **you may be referred to DHS** if your child is in K-3<sup>rd</sup> grade **or Truancy Court** if your child is in grades 4-8<sup>th</sup> grade.

## Lateness & Early Dismissal Policy

*Please note that school begins at 8:21am and dismisses at 3:00pm for all students, with the exception of Kindergarten dismissing at 2:50pm. Students will be marked late if they arrive after 8:25am.*

If a student **arrives after 10:00am or leaves before 1:00pm**, the student will be marked as **half day unexcused. Two unexcused half days will add up to a full day unexcused absence.**

If you have any questions or concerns about your child's attendance, please contact the appropriate School Counselor, Makaine Lozandieu (Grades K-4) or Sara Wood (Grades 5-8), or the School Secretary, Wendy Gosfield.

Thank you,

Dan Lazar

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Principal

Makaine Lozandieu

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School Counselor (K-4)

Sara Wood

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School Counselor (5-8)

Wendy Gosfield

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School Secretary