

**Nazareth Area School District
School Health Services**

Absence Reporting Procedures

In an effort to keep track of the causes of student absences, we are asking that the following procedure be followed by all parents/guardians of students. If your child is going to be absent from school, you should:

- 1) Phone the appropriate school attendance line regarding the student's absence on the morning of each day of absence.

School Attendance Line Numbers:

Bushkill Elementary: 610-759-1360

Lower Nazareth Elementary: 610-759-2384

Shafer Elementary: 610-759-2045

Middle School: 484-292-1020

High School: 610-759-1730-Press extension "1" for
the High School Attendance Office

- 2) We're asking that you state the reason your child is absent. For example:
 - Cold-like symptoms
 - Fever
 - Flu-like symptoms
 - Upset stomach, vomiting, diarrhea
 - Communicable Disease
 - Hospitalization
 - Injury
 - Death in family
- 3) When a call to the school is not received and a student is absent, verification of absence will be made by the school personnel by calling the parent's/guardian's home or emergency number to verify the student's absence and circumstances.
- 4) Upon returning to school, the absent student shall submit a note, signed by his/her parent/guardian, or physician, stating the **date/s** and the **specific reason** for absence/s.