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**STATE COLLEGE  
Area School District**

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**LEARNING ENRICHMENT/GIFTED SUPPORT PROGRAM AND STUDENT SERVICES**

154 WEST NITTANY AVENUE • STATE COLLEGE, PENNSYLVANIA • 16801-4899

TELEPHONE: 814-231-1054 • FAX: 814-231-4103

Dear Families,

We enjoy working with our State College families as partners in their child's school career. A very important component of your child's school success is regular school attendance. In light of this, we reviewed our SCASD attendance policies and procedures in 2009 and have made some changes that correspond to the Pennsylvania Department of Education's Compulsory Attendance Law outlined in the Basic Educational Circular (BEC) 24 P.S. 13-1327.

These changes include the following:

1. When your child is out sick, the absence will be coded as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days upon return to school.
2. According to the BEC, students may not be absent more than ten days without a doctor's excuse. We would encourage you to request a doctor's excuse any time you take your child for a doctor's visit when you child is sick. If your child is absent from school for more than ten days, a letter will be sent home indicating that a doctor's excuse will be required for all subsequent absences.
3. Families can request that their child accompany them on an educational trip. Families should complete and submit an educational trip form request prior to the trip. Absences without a pre-approved educational trip form may be coded as an unexcused trip and students may not be able to make up the work missed during the course of the trip. (There is a ten day limit to the number and duration of tours or trips for which excused absences may be granted to a student during the school term). A trip request form can be downloaded from our district web site ([www.scasd.org](http://www.scasd.org) - click on Services and then Student Services) and submitted to the school office.

If you should have any questions regarding our attendance policies and procedures, please contact your child's principal.

Sincerely Yours,

Michael S. Hardy  
Assistant Superintendent  
State College Area School District

Sincerely Yours,

Jeanne Knouse  
Director of LE/SS  
State College Area School District

*We are the future!*