



Some Reminders from the Student Services Department to Reduce Truancy:

Absentee notes are required for any time a student is absent or late to school. To assist our students and families who may forget to turn them in, parents can email an absentee note to the building attendance secretary within **(3)** days of the student's absence. Even if your son or daughter is on a doctor's note restriction, you can attach the doctor's note to the email. All absentee notes need to be turned in within **(3)** days of the absence or they will be considered unlawful. When unlawful absences occur, students and parents may be fined or penalized per **Act 138 of the PA School Code**. Students who miss **10 days of school** will be placed on a doctor's note restriction, which means the student must provide a doctor's note upon returning to school or the absence(s) will be considered unlawful.

Absentee Email Contact Information:

Parents/Guardians:

Please send an email to the following email contacts when your child is absent from school. If you have children in both buildings, please make sure to include both email contacts in order for the school to correctly document the absence(s).

Jr./Sr. High School- SHSDJRSHAttendance@shsd.k12.pa.us

Elementary School- SHSDELEMAAttendance@shsd.k12.pa.us

- ***Please note that if you don't have access to email, you will be expected to provide an absentee note to the attendance secretary at your child's school.***

Start times for the Steelton-Highspire School District Schools:

Elementary School- 8:15 a.m. -Doors Open

All Students must be in their classroom/homeroom at 8:30 a.m. or they are considered tardy.

Jr./Sr. High School- 7:15 a.m. -Doors Open

7:30 a.m. -Students report to Homeroom

All Students must be in homeroom at 7:40 a.m. or they are considered tardy.

Tardiness to school is considered truant behavior. Unexcused late minutes to school can be added together and equate to full unlawful days. 330 tardy minutes equals one unlawful absence. Please assist us in getting your son or daughter to school on time.

Thank you for your help in reducing truancy in our district. Feel free to contact the office of Student Services with further questions, information or concerns regarding your child's attendance to school or truancy related issues.