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| **inserting** | **Young Scholars of Central Pennsylvania**Charter School | Address: 1530 Westerly ParkwayState College, PA 16801Phone: (814) 237-9727E-mail: info@yscp.org [www.yscp.org](http://www.yscp.org/)  |

**YSCP 2015-2016 Attendance Information**

Every student should attend school regularly unless there is a lawful reason not to do so. This is critical to your child’s academic success and emotional well-being. Please familiarize yourself with YSCP’s attendance policies that are detailed in our 2015-2016 handbook.

**If Your Child Is Absent**

All absences will be treated as unlawful until YSCP receives a written excuse explaining the reason(s) for an absence. You have three days upon your child’s return to school to submit an excuse for their absence. Valid excuses for absences include illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, and educational travel with prior approval as the only lawful absences. Absence excuses may be sent in with your child or parents may email the excuse to attendance@yscp.org.
\*\*Phone calls or in excuses given verbally are not acceptable ways to excuse your child’s absence.

Ten cumulative absences during the year can be excused by a parent. Absences beyond ten in the year require an excuse from a physician.

Students who are absent for ten consecutive days will be dropped from the roll unless a valid excuse is submitted.

**Tardy Arrivals to School**

It is the very important that parents get their children to school on time. **To be considered “on time”,** **students must be in their classroom before the bell at 8:20 AM**. For students who arrive late, parents must come into the building, sign students in, and offer a valid excuse for tardiness.

**Lunch Orders**

Lunches are ordered by 9 AM. Students who arrive late will need to bring their own lunch or parents must call in a lunch order before 9 AM. Do not include a lunch order in absence excuse emails sent to attendance@yscp.org.

**Attendance@yscp.org**

This email address is for absence excuses ONLY. Please do not email urgent concerns including lunch orders to this address.

**Student Database System**

Parents can view their children’s attendance records on our online SDS system. On this system parents can view when their children are marked absent and when absences are marked as excused.

**Changes to Your Child’s Dismissal Routine**

Any changes to your child’s dismissal routine(for example getting picked up instead of taking the bus) should be emailed to dismissal@yscp.org.