

FAMILY ATTENDANCE TOOLKIT

Because great days
start with you.



**ATTEND
TODAY,
ACHIEVE
TOMORROW.**

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Great days start with you!

Getting your child to school every day, on time is one of the most important ways you can help them succeed. It can be a challenge, but its lifelong impact makes it all worth it.

CHILDREN WHO ATTEND SCHOOL REGULARLY ARE MORE LIKELY TO:

- ✓ Read at grade level
- ✓ Perform well in math
- ✓ Feel like part of the school community
- ✓ Build lasting, meaningful friendships
- ✓ Graduate high school



HOW FAMILIES CAN BOOST SCHOOL ATTENDANCE

Champion your child's school success.

Let them know you care about school because when you're excited, they are too. Try tracking and celebrating weekly attendance goals.

Make a plan and backup plan for getting to school on time.

It's so important to have people in your life who have your back. Ask family, friends, or neighbors to be your school drop-off back up. And be theirs too.

Share your current contact information with your school.

We're here to help. Stay connected so we can share attendance updates, answer your questions, and connect you to resources.

6

Important Facts About Attendance

1

Students with good attendance are more likely to read on or above grade level, perform well in math and graduate high school on time.

2

Attending school every day allows teachers to best monitor your child's academic progress and help keep them on track.

3

School is more than academics. Students learn social and emotional skills, get healthy meals and exercise, and stay connected to the important services and supports they need to thrive.

4

Students with poor attendance at the start of the school year often continue to struggle with attendance throughout the year.

5

Absences add up quickly. Students who miss just 2 days a month will end up missing nearly a month of the school year.

6

The more school time a student misses, the more challenging it becomes to catch up, and the more at risk they are to drop out of school.



6 Things to Remember About Our Required

ATTENDANCE POLICY



All absences require an excuse note. No matter the reason.



You have 3 days to send an excuse note to school after your child is absent.



Arriving late or leaving early hurts your child's school performance and attendance record.



Your child is considered truant when they have 3 or more unexcused absences.



We're here to help. If you have questions or challenges getting to school on time, reach out.



You can view the District's full attendance policy online.

philasd.org/studentrights/attendance



**ATTEND
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Let's celebrate weekly attendance.

Showing up adds up. Fill in a star each week
you make it to school every day, on time!

August	☆	☆	☆	☆	☆
September	☆	☆	☆	☆	☆
October	☆	☆	☆	☆	☆
November	☆	☆	☆	☆	☆
December	☆	☆	☆	☆	☆
January	☆	☆	☆	☆	☆
February	☆	☆	☆	☆	☆
March	☆	☆	☆	☆	☆
April	☆	☆	☆	☆	☆
May	☆	☆	☆	☆	☆
June	☆	☆	☆	☆	☆
July	☆	☆	☆	☆	☆



Stay up-to-date on
the School District's
academic calendar!



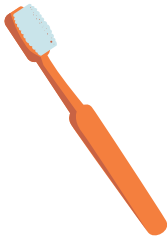
DAILY ROUTINE

Write your family's plan for a great day.



I wake up at

o'clock



I brush my teeth for

minutes



To get to school on
time, I leave home by

AM



I go to bed by

PM

I'M AN ATTENDANCE HERO

I have the
power to learn
and grow
strong.

I used my
super speed to
get to school
on time.



I mastered
my family's
mighty daily
routine!

NAME



THE SCHOOL DISTRICT OF
PHILADELPHIA



READ
BY 4TH

**ATTEND
TODAY,
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TODAY'S DATE _____

STUDENT NAME _____

GRADE/HOMEROOM _____

DATE(S) ABSENT _____

ABSENCE EXCUSE NOTE

PLEASE GIVE US THE REASON YOUR CHILD WAS ABSENT

PARENT OR GUARDIAN SIGNATURE _____

PARENT OR GUARDIAN PHONE NUMBER _____

Don't forget, you have 3 days from your child's absence to submit an excuse note to their school. Also, you will need to submit a doctor's note if your child is absent for 3 or more days in a row.

ABSENCES ADD UP

Missing just 2 school days a month can make it harder for your child to learn how to read. Keep track of your child's absences below. Color in the circle for each date they were absent. How many days were they absent each month?

September

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total:
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	

October

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total:
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

November

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total:
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	

December

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total:
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

January

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total:
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

February

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total:
16	17	18	19	20	21	22	23	24	25	26	27	28	29		

March

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total:
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

April

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total:
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	

May

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total:
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

June

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total:
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	

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YOUR SCHOOL NURSE IS HERE FOR YOU.

We want to make sure your child is healthy, thriving, and ready to learn.

Student Health Services
studenthealth@philasd.org
215-400-4920
philasd.org/studenthealth

YOU CAN TALK TO YOUR SCHOOL NURSE ABOUT:

- If your child is too sick to come to school
- Health records and required vaccines
- Chronic health conditions and medical needs
- How to access affordable healthcare
- The District's health policies



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FAMILY RESOURCES

If your family is facing challenges that make it hard to get to school, check out these resources or reach out to your school for support.

SCHOOL DISTRICT OF PHILADELPHIA

Family & Community Engagement

Central resource for family engagement in the School District of Philadelphia.

215-400-4000

philasd.org/face

Student Health Services

Immunization information, health forms, homebound instruction, school nurse information.

215-400-4920

philasd.org/studenthealth

Student Enrollment and Placement

Student registration and school selection.

215-400-4290

philasd.org/studentplacement

Prevention and Intervention

Mental health, trauma, and self care resources. School counselor information, 504 plans, and STEP.

215-400-4930

philasd.org/prevention

Transportation

Eligibility guidelines, bus service information, SEPTA fare cards, flat rate program.

215-400-4350

philasd.org/transportation

Diverse Learners

Educational services and supports for students with diverse needs within our schools including special education programs and Individualized Education Plan (IEP)

Student Rights and Responsibilities

215-400-4830

philasd.org/studentrights

Education for Children and Youth Experiencing Homelessness

Support to remove educational barriers for youth experiencing homelessness.

215-400-4830 Option 4

philasd.org/homeless

Bullying and Harassment

Report bullying, harassment, or discrimination.

215-400-SAFE

philasd.org/studentrights

Student Discipline

Discipline matters, Code of Conduct.

215-400-4830 Option 2

philasd.org/studentrights

Student Transition Center

Support and services to students that are returning from delinquent, dependent, or mental health facilities.

215-400-4830 Option 5

philasd.org/studentrights

The Re-Engagement Center

Multiple options for students to return to school and graduate.

215-400-6700

philasd.org/opportunitynetwork

Tutoring

Free and Flexible virtual tutoring options for students in grades K-12.

tutoring@philasd.org

philasd.org/academics

Parent & Family Technology Support Hotline

Support for parents and students for District-issued devices.

215-400-4444

familytechsupport@philasd.org

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FAMILY RESOURCES

FAMILY SUPPORT

Office of Children and Families

Resources and services for children and families.
215-683-6012
phila.gov/departments/office-of-children-and-families

Philly Loves Families

Support and resources to help you raise a happy, healthy family.
phillylovesfamilies.com

Cap4Kids

Resources in Philadelphia area for children and families.
cap4kids.org/philadelphia

EARLY CHILDHOOD EDUCATION

PHLpreK

Free, quality Pre-K throughout Philadelphia.
1 (844) PHL-PREK (844-745-7735).
phlprek.org

CHILD CARE ASSISTANCE

The Early Learning Resource Center

Find quality child care and apply for financial support to pay for child care.
215-382-4762 OR 1-888-461-KIDS (5437)
philadelphiachildcare.org

HOUSING + HOMELESSNESS

Office of Homeless Services

Emergency housing, case management, and support finding long-term housing.
215-686-7177 (Homeless Prevention Hotline)
philadelphiaofficeofhomelesservices.org

TECHNOLOGY SUPPORT

Affordable Connectivity Program

ACP is the federal government's internet subsidy program that provides eligible families with up to \$30 off their existing monthly internet bill.
affordableconnectivity.gov
getacp.org/phl

Digital Navigators

Get support with finding free or low-cost computers, internet access, digital literacy, and more.
Beyond Literacy
215-474-1235 info@beyondliteracy.org
ExcITE Center at Drexel University
267-217-3508 navigator@excitcenter.org
SEAMAAC
267-225-0684 digital@seamaac.org

IMMIGRANT + REFUGEE

Nationalities Services Center

Comprehensive services in language access, legal protections, community integration, employment and health and wellness.
215-893-8400
nscphila.org

HIAS

Legal, social support, and citizenship services.
215-832-0900
hiaspa.org

Chester County Intermediate Unit- Migrant Education

The Migrant Education program strives to ensure that migrant students receive educational services to develop to their fullest potential.
484-237-500



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FAMILY RESOURCES

HEALTH + WELLNESS

Philadelphia Mental & Physical Health Services

Public health resources, programs, and notifications for Philadelphia residents.

phila.gov/services/mental-physical-health

City Health Centers

Affordable health services. Small fee based on income if uninsured.

Call 311

phila.gov/services/mental-physical-health/city-health-centers

Community Behavioral Health

Mental health and substance abuse treatment.

215-413-3100

215-686-4420 (crisis hotline)

dbhids.org/community-behavioral-health

Healthy Minds Philly

Wellness tips and resources for families and communities looking to address trauma, cope with uncertainty, stay connected, find mental health support, and thrive.

healthymindsphilly.org

Uplift Center for Grieving Children

Support groups for children and teens in grades K-12th who have experienced the death of someone significant in their lives.

267-437-3123

upliftphilly.org

Philly Hopeline

Free and confidential helpline for grief and emotional support. The Philly HopeLine is open to all youth and caregivers in the Philadelphia region.

1-833-745-4673

FOOD + NUTRITION

The Coalition Against Hunger

Get connected to food pantries across the city and help securing SNAP benefits.

215-430-0556 (SNAP hotline)

hungercoalition.org

Supplemental Nutrition Program for Women, Infants, and Children (WIC)

New moms, pregnant women, and children under 5 can receive food, health screenings, and nutrition counseling.

1-800-942-9467

pawic.com

Philadelphia Food Distribution Sites

Find free food and meals.

phila.gov/food

EMERGENCY FUNDS + FINANCIAL ASSISTANCE

Pennsylvania Department of Public Welfare

Apply for cash, medical, and energy assistance.

800-692-7462

BenePhilly

Free, one-on-one support to apply for public benefits.

844-848-4376

phila.gov/programs/benephilly

Cradles to Crayons Philadelphia

Provides children from birth through age 12, living in homeless or low-income situations, with the essential items they need to thrive.

215-731-7140

cradlestocrayons.org/philadelphia/family-assistance

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FAMILY RESOURCES

DOMESTIC VIOLENCE + COMMUNITY VIOLENCE

Pennsylvania Coalition Against Domestic Violence

24 Hour Hotline, Connection to local
domestic violence programs, legal guidance.
1-800-799-SAFE (7233)
www.pcadv.org/find-help

Women Against Abuse

Support, counseling, safety planning,
and shelter.
1-866-723-3014 (24-hour hotline)
215-386-1280
womenagainstabuse.org

Anti-Violence Partnership of Philadelphia

Intervention, prevention, and support
services to children, youth, adults, and
families who have been a victim of violence.
avpphila.org

LEGAL ASSISTANCE

Community Legal Services

Free civil legal assistance to low income
Philadelphians
clsphila.org

Philadelphia Legal Assistance

Legal advice and referrals for clients with
financial constraints.
215-981-3800
philalegal.org

This resource guide includes a diverse array of information and resources from the School District, City of Philadelphia, and community based organizations. Keep in mind that this guide provides a starting point rather than an exhaustive list of resources available to families.