



Attendance Reminders

For a full explanation of the district's attendance policies, see pages 14–23 of the [Erie's Public Schools Student Handbook & Code of Conduct](#). Numbers in parentheses below indicate the page number on which you will find more details about that topic.

Doctor's Appointments

A parent or guardian must contact the attendance office about a doctor's appointment **before** the scheduled appointment. Please contact Kim Davis, our attendance secretary, by email (kimdavis@eriesd.org) or phone (814-874-6300). Per district policy, a doctor's excuse must be provided when the student returns to school (15). This excuse can be faxed to the school at 814-874-6307, or a picture of the excuse can be emailed to Ms. Davis.

If a guardian does not inform the school about a doctor's appointment, the student's absence will be marked unexcused, and the student will receive no credit for missed work. As per the handbook, students should not be leaving unreasonably early or returning unreasonably late from their doctor's appointments (15).

Other Important Reminders

After three days, a sick day/appointment will become unexcused if an excuse is not provided (14).

- Students have 10 sick days per school year (14)
- Students are not allowed to write their own excuses, no matter how old they are (17)
- Juniors and seniors are allowed three college visits. A note must be provided (15–16).
- When students are tardy to homeroom or class, those tardy minutes are recorded. [Per the EPS student handbook](#), 330 accumulated tardy minutes constitute one unexcused absence (22).
- If a student is taking a college class, their teacher will mark them absent, then Ms. Davis will adjust the absence to School Approved in Infinite Campus. Dual enrollment students must check in with their teachers to see what assignments they missed, and they must submit those assignments on time. Teachers will notify Ms. Davis when students return unreasonably late from their Gannon classes.
- Every student is allowed to request **ONE** family trip per school year, lasting no more than five days. Families must submit a written request to the superintendent at least two weeks prior to the trip. See the handbook for more details and for information about travel to areas that the governor has designated as COVID-19 "hot spots" (15). [Click here to download the Family Trip Request Form](#).