



The Valley Day School

300 Allendale Drive • Morrisville, PA 19067 • Tel: 215-295-1155 • Fax: 215-295-5660 • www.ValleyDay.org

February 23, 2021

Dear Parent/ Guardian,

The Valley Day School has adopted a new attendance protocol for distant learning students effective immediately.

Attendance Timelines

- During a Full Day Session, tardy will be recorded if the student is not logged on the computer by 8:31 am.
- During a Half Day Session, tardy will be recorded if the student is not logged on the computer by 8:31 am.
- The initial student absence list will be recorded by 9:15 am. A "One Call Now" message will be sent out alerting parents that the student hasn't logged onto the computer.
- During a Full Day Session, unexcused absence will be recorded for students that have not logged on to the computer by 11:30 am.
- During a Half Day Session, unexcused absence will be recorded for students who have not logged onto the computer by 10:00 am.
- At 11:45 am a 'One Call Now" message will be sent out notifying parents of unexcused absent students.

If you have any questions or you need further clarification please feel free to contact myself or your child's case manager.

We thank you for your continued support and attention in this matter.

Sincerely,

Robert E. Phillips, Ed. D