

“New for 2026-2027 – all things related to ATTENDANCE”

ATTENDANCE@ssbvm.org

Reason	Parent Action	OR	Additional Details
Student is absent Preschool K5-8 th Grade	By 8:30AM each day student is absent – email attendance@ssbvm.org with reason for absence	Call school office 717-944-5371	
Student returns to school Preschool K5-8 th Grade	If reported off by phone – use the Seven Sorrows note pad to send a written excuse noting the reason for absence signed by parent		• Absences of 3 or more consecutive days require a doctor’s note upon return to school • Absences without proper documentation will be recorded as unexcused • Excused absences: personal illness, death in family, serious family illness • Additional details in handbook – pages 4-5
Arriving late Preschool K5-8 th Grade	Send an email to attendance@ssbvm.org , Let us know expected arrival time and if student is a packer or buyer for lunch	Call school office 717-944-5371	
Leaving Early Preschool K5-8 th Grade	Send a written note to the Teacher using Seven Sorrows note pad – OR -	Send an email to attendance@ssbvm.org - OR -	Call the school office 717-944-5371 with details
Upcoming Appointments Preschool K5-8 th Grade	Send a written note to the Teacher using Seven Sorrows note pad – OR -	Send an email to attendance@ssbvm.org - OR-	Call the school office 717-944-5371 with details
Educational Trips K5-8 th Grade	Contact School office 717-944-5371		• Must be approved by Principal at least 5 days prior to the trip. • Contact School Office for Form
IMPORTANT – Notify the office: e.g. strep throat, pink eye, hand foot and mouth, head lice	Email attendance@ssbvm.org With the details	Call school office 717-944-5371	• Help us stop the spread to other students by informing us. • All information will be CONFIDENTIAL