

October 13, 2010

Dear Parents:

With respect to our safe school operations and in an effort to maintain the most accurate accounting of our students we ask your cooperation with the following change in our attendance procedures:

In the event your student will be **absent or late**, please, NO LATER THAN 8:30 AM ON THAT DAY

1. email that information to [attendance@harrisburgacademy.org](mailto:attendance@harrisburgacademy.org) **OR**
2. call the main office 717-763-7811, notify the receptionist or, if prompted, press 0 and leave a voice mail

This information will be received by our school registrar, Kim Barrett, and quickly passed on to your student's teacher(s). Contacting a teacher directly is not a substitute for sending a timely notice to the registrar.

Our daily goal is to complete the student accounting process as early in the school day as possible. In the event of a drill or an actual emergency it is paramount that our attendance records are accurate.

Consistent with the Academy's Community Handbook, please note that absences three days or greater must be documented by a physician's note when your student returns to school to record the absence as "excused".

Thank you for helping us to ensure that the Academy continues to be a safe school environment. If you have any questions, please feel free to contact us.

Sincerely,

Kevin Muirhead  
*EC/LS Division Head*

Stephen M. Fry  
*MS Division Head*

Thomas J. Banks, PhD  
*US Division Head*

Challenging our students in an environment that nurtures and inspires.