

## **TO REPORT AN ABSENCE AT PALISADES HIGH SCHOOL:**

Please leave a message on the PHS Absence Reporting Line at 610-847-5131 ext. 2305 by 8:00 am. Please include your student's name, grade, date of absence and reason. After an absence, a written legal excuse note, signed by a parent/guardian, is required within **3 school days**. If a student is marked absent from Period 2 class, the parent/guardian will receive an automated phone call home as well as an electronic generated email. Inside the email is a link that the parent/guardian can complete and submit as an excuse note. The electronic version is only for recorded absences for Period 2.

**All attendance emails regarding absences should be sent to [phsabsence@palisadessd.org](mailto:phsabsence@palisadessd.org).**



**Please click on the link below for our attendance information newsletter.**

**[PHS Attendance Newsletter](#)**

**Please review our Attendance Policy link and Attendance Acknowledgement chart below.**

- [Attendance Policy](#)
- [Attendance Acknowledgement Chart](#)
- [Excuse Blank](#)
- [Planned Trip Request Form](#)