

## Parkway Manor Elementary School

# ABSENTEE REPORTING PROCEDURE

PLEASE!!

*BY REPORTING YOUR CHILD'S ABSENCE, WE  
CAN ENSURE THAT ALL STUDENTS HAVE  
ARRIVED TO SCHOOL SAFELY.*

**Hotline Telephone Number:  
610-351-5900, extension 26711**

- **If your child will be absent, please call the Hotline number before **9:00 a.m.****
- **Please do not contact the teacher directly via telephone or email regarding absences.**
- **If your child is going to be late to school, please leave a message on the Absentee Hotline, along with the expected arrival time.**

The Office Staff will keep a log of all calls made before 9:00 a.m. If an absence is not reported by 9:00 a.m., an attempt will be made to reach a parent or guardian. If the Office Staff is not able to speak with anyone, a message will be left.

**Homework Can Be Requested On The  
Absentee Hotline.**