

# \* New Attendance Procedure \*

If your student will be late, have an early dismissal, or be absent, please send an email to the new dedicated attendance email address:



**MSHSattendance@Antietamsd.org**

New Message

To: MSHSattendance@Antietamsd.org

Subject: STUDENT FIRST & LAST NAME / GRADE

- Please excuse \*student\* at 1:00pm for a dentist appointment.

-or-

- \*student\* was absent on 8/1/2022 because she was sick.

This email will count as the absence excuse, no further note is necessary.

\* All attendance emails must come from the parents' email address that we have on file in Skyward. \*

You may also call the Antietam School District attendance line-

Press 3 to leave a message for a MSHS student.

( A note/email is still required to excuse the absence )



**(610) 314-7719**