



# UPPER DAUPHIN AREA SCHOOL DISTRICT

5668 State Route 209, Lykens, PA 17048  
(717) 362-8134 (Voice) | (717) 362-3050 (FAX)



**Jared W. Shade**  
Acting Superintendent

**Mary K. Bateman**  
Director, Business and  
Operations Services

**Brent E. Bell**  
Director, Athletics and  
Administrative Services

**Lauren Stoner**  
District Registrar

## ABSENCE AND EARLY DISMISSAL EXCUSES

In addition to the online student data forms that were rolled out earlier this month to allow parents and students to complete forms online, we are now allowing parents to submit absence excuses and early dismissal excuses through the Community Web Portal. For more information about obtaining a Community Web Portal account, please visit our website at <https://udasd.org/community-web-portal>.

The **Submit Absence Excuse** and **Submit Early Dismissal Excuse** forms are available under OnDemand Forms. You can get to the OnDemand Forms by clicking on Student Data Forms under the Student Backpack on the left menu. Choose the excuse to be submitted based on the description below.

- **Submit Absence Excuse:** Please submit this form within three days following your child's return to school.
- **Submit Early Dismissal Excuse:** Please submit this form PRIOR to the early dismissal.

The UDASD would ask all families to begin using the online Community Web Portal for submitting excuses. You do not have to submit a paper excuse if you submit the excuse through the Community Web Portal. Please contact the respective building office with any questions regarding attendance or excuses. If you have questions about Community Web Portal accounts, please contact Lauren Stoner at [stonerl@udasd.org](mailto:stonerl@udasd.org) or via phone at (717) 362-6556.