

Attendance Procedures 2020-2021

The educational program offered by this district is predicated on the regular attendance of all students and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity are vital to this purpose. Therefore, to acquire a thorough and efficient education, each enrolled student shall attend the entirety of each class, each day that school is in session. Students must be present for at least half of the school day to be eligible to participate in extracurricular activities that day.

Below we provide some highlights regarding PHS Attendance Procedures:

- During remote learning, attendance requirements remain in effect. Faculty are required to take attendance at the beginning of each class.
- **IMPORTANT: Since Friday is a remote/reading day, students need to fill out the FRIDAY ATTENDANCE FORM (link below), by 10:00am each Friday.**

<https://forms.gle/3w6NPJV8jfGUhfBw6>

or

<https://tinyurl.com/PHSRemoteFriday>

This form can also be found on the PHS home page>quick links>forms>high school forms. You can also call the Attendance Office to be counted for the day.

- **Please report all absence reasons to the Attendance Office by 9:00am on the day of the absence** (Attendance Office information below). Please provide documentation (if applicable) to the Attendance Office. Documentation may include, but not limited to a physician's note, college visitation note, or a parent/guardian note.
- **Attendance Office Info:**

Mr. Josh Haney

Tel: 609.806.4280, ext. 3806.

Email: JoshuaHaney@princetonk12.org

Frequently Asked Questions

1. My child is sick. Should I send my child to school (**HYBRID**)/Should I have them participate virtually (**REMOTE**)?

If your child is sick, please keep him/her/them home. Please inform the Attendance Office as early as possible. Additionally, if students are demonstrating any of the symptoms mentioned on the COVID-19 Screening Form, please keep your child home. During Remote Learning, if your child is unable to participate due to illness, please inform the Attendance Office at your earliest convenience.

**Students must be fever free (without medication) for at least 24 hours before they are allowed to re-enter PHS.* Please follow COVID-19 Flow Sheet regarding student's anticipated return to school. Please contact our School Nurses at 609.806.4280 ext. 3105 if you have any questions or concerns.

2. **I called the Attendance Office, do I still need to send a note in?**

If your child is absent due to illness (Either Hybrid or Remote), please provide a doctor's note to the Attendance Office (if applicable). See information above related to COVID-19.

3. **What if I take a religious holiday?**

Please send an email to the Attendance Office. If it is a religious holiday approved by NJDOE, it will be indicated so in Power School. If the holiday observed is not approved by NJDOE, please see info below regarding known/planned absences.

4. **What should we do if we have a college visit/known absence/planned absences?**

For college visits, please send an official note or confirmation email to the Attendance Office. Please obtain and submit a note from the college/s you visited. An example of sufficient documentation would be a letter/invitation from the college or an email confirming a visit. For any other known/planned absence an email or voicemail is sufficient. If the known/planned absence requires your child to miss several days of school, please reach out to your child's Assistant Principal.