

**SENECA FALLS CENTRAL SCHOOL DISTRICT**

District Offices

P.O. Box 268, 2 Butler Avenue  
Seneca Falls, New York 13148-1497

Dr. Michelle Reed  
Superintendent of Schools  
(315) 568-5818  
(315) 712-0535 FAX

James Bruni  
Administrator of Business  
& Operations  
(315) 568-5874

**2023-2024**

TO: All Parents

SUBJECT: Absence Notification Procedure

The New York State Legislature enacted additions to the Education Law that requires school authorities to notify you of pupil absences, in the event you request such notification. The entire program is part of a nationwide attempt to reduce the number of missing children.

**THIS LETTER IS TO NOTIFY YOU OF YOUR RIGHT TO SUCH NOTICE.**

**Your request must be in writing!** Please complete the form at the bottom of this memo and return it to your child's homeroom teacher. If you have any questions or concerns please contact your child's building principal or me.

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Pupil Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Phone # to Be Called: \_\_\_\_\_

Alternate Phone # to Be Called: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you know your child is going to be absent, please call the school so that unnecessary phone calls are not made. A written excuse must be sent to the school on the day your child returns to school.

Sincerely,  


Dr. Michelle Reed  
Superintendent of Schools

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