



**David Wicks**  
District Superintendent/  
Chief Executive Officer

**Leah Arnold**  
Director  
Career, Technical and Adult Education

**Chanelle Cox, Ed.D.**  
Principal

## STUDENT ATTENDANCE POLICY

---

Good attendance, adequate preparation and effort will determine your success in your chosen career and technical program. Employers in business and industry cite poor attendance as one of the most common causes of employee dismissal. Since our programs reflect actual job site experiences, regular attendance and daily participation are most important for your achievement in The Academy and a successful transition from school to the next step in your career.

The Academy considers student attendance to be crucial in developing the skills and attitudes necessary for success in Career and Technical Education. In order to be eligible for a Certificate of Recognition and recommended for credit, Academy students are required to be present in class for 90% of the school year. Students who have more than 18 absences will not be eligible for a certificate.

The only exempt absences for a Certificate of Recognition are:

- Approved Academy Cooperative Work Program
- School District Closure
- School District-Related Instruction/Activities
- New York State Testing
- School District Field Trip
- School District Transportation Delay

The only acceptable documentation of school district-related absences is a written statement from the high school principal or designee. It is the responsibility of the student to bring proper written documentation within 7 days of an exempt absence. Make up assignments for exempt absences will be provided by the teacher and will be submitted to the teacher on the due date.

A written note from a parent/person in parental relation is required for all other absences.

An appeal process is in place for matters relating to attendance. Contact the office of the Principal for more information.



**Edward J. Milliken Technical Center**  
375 Locust Avenue • Oakdale, New York 11769  
Phone: 631-244-5800 • Fax: 631-244-5814 • E-mail: [ccox@esboces.org](mailto:ccox@esboces.org)  
[www.academyli.org](http://www.academyli.org)