

# ATTENDANCE PROCEDURES FOR PARENTS

**WHEN YOUR CHILD WILL BE ABSENT** As soon as you know your child will be absent, please call the attendance office at 732-613-6911. If you reach the answering machine, please leave your name, your child's name, student number, the date of your child's absence and the reason for the absence. If you do not notify the attendance office to let the school know about your child's absence, you will receive an automated phone call informing you of your child's absence.

**WHEN YOUR CHILD RETURNS AFTER AN ABSENCE** Regardless of whether someone called the attendance office to inform them of your child's absence or not, you must provide your child with a letter for your child to turn in to either their homeroom teacher or the receptionist in front of the main office on the day your child returns to school. This letter must contain your child's name, student number, date of absence, reason for absence, and a parent/guardian signature. The letter must be received within five days of your child's absence. (A sample of an appropriate absence letter is located on the High School website under the parents' link.) Failure to bring in a letter within the five day period will result in the absence being considered **Unexcused**. An excessive number of **Unexcused Absences** will cause your child to lose credit for the course and could result in retention or the delay of graduation. **Letters will NOT be accepted more than five days after your child's absence.**

**WHEN YOUR CHILD ARRIVES LATE TO SCHOOL** If your child must arrive late to school, please provide them with a letter containing your child's name, student number, date of late arrival, reason for late arrival, and a parent/guardian signature. Your child should bring the letter immediately to the receptionist in front of the main office upon arrival to school.

**WHEN YOU KNOW YOUR CHILD MUST LEAVE SCHOOL EARLY** If you know your child must leave school early please send your child to school with a letter including your child's name, student number, date and time that your child must leave school, reason for early sign-out, a parent/guardian signature and a phone number where you can be reached. Your child should bring the letter to the attendance office upon arrival to school that morning and the attendance office will call your child down to be signed out at the appropriate time. A parent/guardian must report to the attendance office with proper Identification to sign-out a student leaving early.

**WHEN YOUR CHILD MUST UNEXPECTEDLY LEAVE SCHOOL EARLY** If an emergency arises where you unexpectedly must sign your child out of school, please contact the attendance office directly either in person or by phone at 732 613-6911. Once you arrive at the school please report to the attendance office with proper Identification to sign out your child.

**WHEN YOUR CHILD BECOMES ILL WHILE AT SCHOOL** If your child becomes ill during the school day he or she must be signed out through the nurse's office. Failure to sign out through the nurse's office will result in the absence being considered Unexcused.

**WHEN YOUR CHILD WILL BE ABSENT FOR A NON-SCHOOL AFFILIATED ACTIVITY** If your child is planning to attend a non-school related activity while school is in session, you must get prior approval from the principal for the absent to be considered excused. As soon as you are aware of the dates of the activity, please write a letter describing the activity along with the rationale for attending and supporting documentation. The letter, along with the supporting documents should be brought to your child's Grade Level Administrator. The GLA will forward the information to the principal who will then determine if the absences should be considered excused. You will then be notified of the principal's decision so that you may plan accordingly.

## ATTENDANCE LIMITATIONS FOR CREDIT:

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit in a course that would count toward the high school diploma in accordance with policies of this Board. **Prolonged or repeated absences is defined as total cumulative absences exceeding 18 days in a full year course, 9 days for a semester course, and 5 days for a quarter course.**

In order to receive credit for courses in grades 9-12, a pupil's total **unexcused** absences must be less than 10 days for a full year course, 5 days for a semester course, 3 days for a quarter course. In order to receive credit for physical education in grades 9-12, a pupil's total absence must be less than 7 days for pupils who are enrolled in physical education 5 days a week for 3 quarters; less than 8 days for those enrolled 4 days a week for a full year, and less than 6 days for those enrolled for 3 days a week for a full year.