



MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT

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Dear Parent/Guardian:

We have a program called Attendance Awareness in our elementary schools that is designed to give our children maximum protection. When children leave home to go to school, parents assume they will arrive safely. However, school officials cannot make assumptions about your child's absence unless the parent calls, notifying the school of the child's absence.

Your PTA, the Board of Education, and school officials have developed a plan to bridge this communication gap. The plan is a simple one, if we all do our part.

The steps in our attendance awareness program are as follows:

- Parents are asked to call their child's school *within the first thirty minutes* of the daily session on the day in which their child is to be absent, so that school officials will be aware of the fact. This call should be repeated for each day of the absence, unless at the time of the first call, the parent can specify the length of the absence.
- The school will call parents who have not notified the school of their child's absence using the telephone numbers previously designated by parents.

We feel this program provides an important step in giving parents quick notification of their child's absence from school.

Thank you for your cooperation with this important child safety procedure.

Respectfully,

Jonathan Singer
Assistant Superintendent for Instruction

JS/mlcp