



WHITE PLAINS PUBLIC SCHOOLS
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Joseph L. Ricca, Ed.D.
Superintendent of Schools

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Dear Parent,

As you can imagine, daily school attendance is tied directly to academic success. Therefore, we need your support in monitoring your child's attendance during the upcoming school year. As the *Student Attendance Policy* states:

Students with good attendance – including students who arrive at school on time and who stay through the closing bell – benefit from participation in the lessons, the continuity of classroom instruction, and the valuable class interactions that take place in school every day.

Since we take student attendance very seriously in the White Plains Public Schools, we monitor attendance carefully throughout the year. We examine our students' absence records at several key points throughout the year to make sure that no child was placed at risk of failure because of poor attendance. Our plan has three parts:

- If a school principal, working collaboratively with a classroom teacher, notices your child has a pattern of excessive absences after a particular period of time, the principal will communicate her/his concern to you in writing. (*This will happen even if you have written a note to the teacher explaining the absence.*)
- If the absences continue after you receive the principal's communication, the principal will request a face-to-face meeting with you to discuss the seriousness of the situation.
- If the excessive absences still persist, you will be notified and required to attend a mandatory Central Office Review (COR) meeting that will include the principal of the school. The COR will be used as a last resort when absences reach such a high level that there is real concern about the child's ability to be successful in school.

We know that parents have many important reasons for keeping a child out of school, such as illness, serious injury, emergency medical or dental appointments, etc. We also recognize that sometimes a child is absent from school for reasons that are not that important. That is where we need your help. Please keep your child out of school only for *important* reasons. When your child returns to school after an absence, please remember to send her/him back with a note explaining the absence.

Thank you for your assistance with this important matter. I would like to wish you and your child a very successful 2026-27 school year.

Sincerely,

Joseph L. Ricca, Ed.D.
Superintendent of Schools