



WHITE PLAINS PUBLIC SCHOOLS

EDUCATION HOUSE

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

August 2026

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 school year. At the elementary level, 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. We also monitor the number of times a child comes to school late in the morning and leaves early at the end of the day.

Our plan has three parts:

- If a school principal, working collaboratively with a classroom teacher, notices your child has a *pattern* of excessive absences - or late entries or early departures - 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 absences, tardies, or early departures.*)
- If the pattern continues 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, tardies, or early departures 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 the pattern reaches 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, bringing a child to school late, or removing them from school early, such as illness, serious injury, emergency medical or dental appointments, etc. We also recognize that sometimes the reasons are not that important. That's where we need your help. Please keep your child out of school only for *important* reasons and please make sure your child is punctual and stays in school until the final bell rings. 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