SOARING TO EXCELLENCE
EMS EASTCHESTER MIDDLE SCHOOL

Absence Reporting Procedures & School Absence Information

REPORTING ABSENCES	Attendance Office: 914-793-6130, Ex. 4271

Parents should report absences daily prior to 9 a.m. by contacting our Attendance Office, at extension 4271 or via email at emsattendance@eufsdk12.org.

LEGAL ABSENCES	

New York State Education Law and regulations recognize the following as excused student absences:

- **Personal illness**
- **Illness of a family member that requires the student to remain at home to provide assistance**
- **Death in the immediate family**
- **Required court appearance**
- **Religious observance or religious education**

While we understand that families may choose to take vacations or have their children participate in non-school athletic events during designated instructional days, please be advised that these absences will be recorded as **unexcused absences**. We appreciate your cooperation in supporting regular school attendance and ensuring that students are present and engaged in instruction each school day.

REQUIRED WRITTEN EXCUSE	

On the first day back to school following an absence, students must bring a written explanation, signed by a parent or guardian, to the main office. Failure to provide a timely written excuse will result in the absence being recorded as unexcused on the student's report card and attendance record.

MISSED WORK	

Students are responsible for obtaining all missed work and making arrangements to make up any tests or quizzes. If a student will be legally absent for three or more days, a parent or guardian should contact the EMS main office at mshomework@eufsdk12.org.

Please note that missed work can only be provided for absences classified as excused under New York State Education Department guidelines (see above for details).

EARLY DISMISSAL	

A note or email from a parent or guardian is required in advance if a student needs to leave school early and must be submitted to the main office. Students must be picked up by a parent or guardian at the EHS main security entrance.

LATE ARRIVAL	

If a student arrives at school after 7:40 a.m., they must enter through the EHS main security entrance and report to the EMS main office immediately upon arrival. The student is required to provide a note from a parent or guardian explaining the lateness. Repeated late arrivals without a valid note and/or excuse may result in detention and will be marked as unexcused.