

SENECA FALLS CENTRAL SCHOOL DISTRICT

District Offices

P.O. Box 268, 2 Butler Avenue
Seneca Falls, New York 13148-1497

Dr. Michelle Reed
Superintendent of Schools
(315) 568-5818
(315) 712-0535 FAX

James Bruni
Administrator of Business
& Operations
(315) 568-5874

2026-2027

TO: All Parents

SUBJECT: Absence Notification Procedure

The New York State Legislature enacted additions to the Education Law that requires school authorities to notify you of pupil absences, in the event you request such notification. The entire program is part of a nationwide attempt to reduce the number of missing children.

THIS LETTER IS TO NOTIFY YOU OF YOUR RIGHT TO SUCH NOTICE.

Your request must be in writing! Please complete the form at the bottom of this memo and return it to your child's homeroom teacher. If you have any questions or concerns please contact your child's building principal or me.

Pupil Name: _____

Parent Name: _____

Phone # to Be Called: _____

Alternate Phone # to Be Called: _____

Signature: _____ Date: _____

If you know your child is going to be absent, please call the school so that unnecessary phone calls are not made. A written excuse must be sent to the school on the day your child returns to school.

Sincerely,



Dr. Michelle Reed
Superintendent of Schools

/lk