

## A NOTE FROM THE EBHS ATTENDANCE OFFICE

Parents now have the ability to mark their child out directly. Under the Attendance Tab, there is a “Notify Office” button. This would need to be completed by 7:45am the day of the absence. Please include a brief reason why your child is absent. The image below shows you where the “Notify Office” button is located. You will still receive a phone call notifying you that your child is out of school.

The screenshot shows the 'Attendance' tab interface. At the top, there is a dark blue header with a hamburger menu icon and the word 'Attendance'. Below this, the text 'Day: A' is displayed. The main area contains four monthly calendars for August, September, October, and November. Each calendar has a header with the month name and a table of days with columns for Sunday (S), Monday (M), Tuesday (T), Wednesday (W), Thursday (T), Friday (F), and Saturday (S). The days are numbered 1 through 31. A red arrow points to the 'Notify Office' button in the bottom navigation bar, which is located to the right of the 'Class Attendance' button.

### Notify Attendance Office

*You may only notify the attendance office about today and/or future dates.*

Student will be:

On Date:

Up through and including (may leave blank):

Check off each student for whom this pertains:

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Documents:  No file chosen

Please leave a brief reason for the attendance request:

Dear Parents and Guardians,

We want to welcome you to the new school year! Please take a moment to review our attendance and dismissal guidelines below.

### Reporting and Excusing Absences

- **Daily Absence Reporting:** If your child is under 18 and will be absent, our preferred method is for parents/guardians to report the absence through the **Parent Portal by 7:50 AM**. If you need to report an absence **after 7:50 AM**, please either call the attendance office at **(732) 613-6900 (Press 2)** or email Natalie Ruggiero at [natalie.ruggiero@ebnet.org](mailto:natalie.ruggiero@ebnet.org). Please include the spelling of your child's name, grade, and reason for the absence.
- **Submitting Documentation:** Any supporting documentation (such as doctor's notes or college tour forms) can be **uploaded directly into the Parent Portal** at the time you log the absence, late arrival, or early dismissal. If you need to submit paperwork *after* that time, it can be emailed to Natalie Ruggiero or brought directly by the student to the **attendance office (located inside the main office)** upon their return.
- **Deadlines & Limits:** All notes must be submitted within **5 school days** of the absence by a parent/guardian listed in Genesis. A doctor's note is required for absences exceeding **3 consecutive days**. As a reminder, an automated call is sent home if a student is marked absent during homeroom.

### Late Arrivals and Early Dismissals

- **Late Arrivals:** Students arriving after **8:20 AM** must head straight to the attendance office inside the main office to sign in. Please note that **4 tardies equal 1 absence**, so we kindly ask that students make every effort to be here on time to protect their academic standing!
- **Early Dismissal:** To ensure a safe and orderly dismissal process for everyone, standard early dismissals for appointments or activities are **strictly capped at 2:20 PM**, so our team can prepare for afternoon dismissal procedures. We kindly ask that you schedule your pick-ups before this time. In the event of an extenuating circumstance after 2:20 PM, please call the office so the request can be reviewed and approved by your student's **Grade Level Administrator**.
- **Early Dismissal Passes:** For standard pick-ups, please enter it into the parent portal or send your child with a note in the morning stating the time and reason. They will receive a pass to leave class. Students who are 18 may sign themselves out, and our team will place a courtesy call to the parent/guardian listed in Genesis.

### Special Excused Absences & Limits

- **College Visits & Special Programs:** College visits are excused with official documentation of a campus tour. Absences for academic programs, competitions, or sports tournaments require prior approval from the Grade Level Administrator along with proper documentation and a parent note.
- **Course Absence Limits:** The maximum number of allowable absences is **10 for a full-year course, 5 for a semester course, and 3 for a quarter course**.

East Brunswick Board of Education [Policy 5200](#)

East Brunswick Board of Education [Regulation 5200](#)

Thank you for your partnership and support. Go Bears!