

Dear Parents/Guardians:

The Kenmore-Tonawanda UFSD recognizes attendance as a critical factor for student success in school. Consistent school attendance, improved academic performance, and school graduation have a positive correlation and will contribute to our efforts to assure that our students attain the higher standards established by the Board of Regents.

The Education Law requires that students enrolled in school attend every school day, for the entire day, unless legally excused. Each and every student should attend classes on a regular basis and be a participant in the classroom programs, activities, and discussions in order to benefit from presentations made by instructors. Due to the information being disseminated and because of the expectation of student participation and achievement, class attendance is required.

If your child is going to be absent please call the school's child safe phone number to report the absence. If you fail to call the school we will be contacting you to verify that your child is safe at home. Upon your child's return to school we must have a written excuse within three school days. If we do not receive the written excuse your child will be marked as unexcused. It is always best to provide the school with a medical excuse from your doctor especially if your child is absent for more than two days.

Excused absences may include illness, death in the family, documented medical appointments, court appearances, and religious observance. Unexcused absences may include vacations, dance recitals or other outside activities, babysitting, and oversleeping. Removing your child from school before the school day ends will also result in the recording of an excused or unexcused absence.

Any student not in his classroom at the school's beginning bell time is considered tardy. If your child does enter the building late then you must accompany your child to the main office to sign him/her in and to provide us with a written excuse to let us know the reason for entering late. Again, the tardiness may be considered excused or unexcused and recorded as such.

If we do become concerned about your child's absences, early dismissal from school, or tardiness we will be contacting you directly through telephone calls and letters. If your child's attendance does not improve we will be turning our concerns over to the District's attendance office and/or Child Protective Services.

Our goal is to work with you to ensure that your child is in school every day. We want to help students develop life-long habits of promptness and good attendance in all activities of life – vocational, social, and educational. Accurate attendance is documented and these records form an important component of your child's education record.

Sincerely,

Principal

