

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board expects to reduce the level of unexcused absences, tardiness, and early departures (referred to in this policy as "ATEDs"), encourage full attendance by all students, maintain an adequate attendance record keeping system, identify patterns of student ATEDs and develop effective intervention strategies to improve school attendance. In this regard and pursuant to Section 104.1 of the regulations of the Commissioner of Education, the Board has adopted this policy.

Ref: Education Law §§1709; 3024; 3025; 3202; 3205-3213; 3225  
8 NYCRR §§104.1; 175.6

### **ATTENDANCE RECORDS AND EXCUSES**

It will be the responsibility of each building principal to require regular attendance of each student assigned to his/her building, and to provide procedures for checking on attendance.

All students are expected to attend class regularly except in the case of illness, sickness or death in the family, religious observance, quarantine, or required court appearances. When on a school day, the student does not attend class, a written statement from the parent or guardian is required explaining the reason for the absence.

Parents should be informed when there are instances of truancy from school or from class and appropriate action taken to foster improved attendance.

Reviewed January 2011

Renumbered from P5100 – September 2015

Renumbered from P5111 – September 2015