

## McGraw Attendance Policy

All students of compulsory age in New York State in proper physical and mental condition must receive full-time instruction. It is important for your child, his or her class, and the teacher that he or she attends school on a regular basis. A student will be better able to keep up with his or her schoolwork if he or she has continuous attendance.

When a student is absent, a written excuse signed by the parent or guardian **MUST** be provided to the Health Office upon the student's return to school. A child returning to school during the day after an appointment must check in at the Main Office before returning to class.

It is the practice of the Health Office to attempt to call parents to notify them of a student absence unless the parent has already contacted the school in regard to the day's absence. Parents are encouraged to contact the Health Office in the event that a student will be absent. The Health Office can be reached at 836-3652 from 7:55 AM to 3:15 PM.

Where a student has excessive absences (10 or more days in a quarter), the Building Principal shall be responsible for reviewing attendance records, determining eligibility for makeup work for excused absences, and arranging student makeup opportunities with teachers, including deadlines. The Building Principal will send an attendance letter to families when a student has an excessive amount of absences and may request an in-person meeting with the parent(s)/guardians.