



**TO:** PARENTS  
**FROM:** Linda Silver  
**RE:** CHILD ABSENCES

### **PROCEDURE FOR CHILD ABSENCES**

To account for child absences, we are asking that you please call the school by **9:00 AM** to report that your child will be absent for the day. If your child is going to be more than a half an hour late, you should also call the school. This information can be given to any of the secretaries.

**If your child attends in the afternoon only, please call by 1:00 PM.**

When you call, please let us know the reason for your child's absence (i.e. bus problem, nature of illness, etc.). In addition, when your child returns to school please send a written note indicating the reason for absence.

**Reminder:** If your child is absent from school because of a communicable disease, it is important that you report this to the school office at once, for example: strep throat, chicken pox, lice, etc. Students returning to school after an absence due to a serious and/or communicable illness, accident, or injury, must bring a written release from their family physician.

Thank you.