

## **Absence From and Lateness to School**

If a student is absent or late, the school must be notified of the reason. The parent should call the school (**631-687-6550**) on that day **and** they must provide a note the first day the student returns back to school. Please be mindful of this especially with regard to Academy/BOCES eligibility criteria for students. It is also expected that any student who is out for three or more days will provide a doctor's note upon returning to school. Absence notes should be given to the homeroom teacher, and late notes are to be given to the attendance office. Written notification should be brought in upon return to school and include the following information:

1. Student's Name
2. Dates of Absence or Lateness
3. Reason for Absence or Lateness
4. Signature of Parent or Guardian
5. Business or home telephone number of parents or guardian

If an absence cannot be properly explained, the student will be marked as truant for the date(s) involved. Truancy will be reported to an appropriate administrator and applicable truancy from class regulations will be invoked. Additionally, repeated lateness will result in disciplinary actions.

[Refer to 2021-2022 Attendance Letter.](#)