



# Patchogue-Medford School District

## BOARD OF EDUCATION

Marc A. Negrin, President  
Diana Andrade, Vice President  
Thomas P. Donofrio  
Kelli Anne Jennings  
Jennifer A. Krieger  
Francis Salazar  
Bernadette M. Smith

**Donna Jones, Ed.D.**  
**Superintendent of Schools**

**Donna Jones Ed.D.**  
Superintendent

241 South Ocean Avenue  
Patchogue, NY 11772  
(631)687-6380

Dennis M. Logan, District Clerk

---

August 2023

RE: Attendance Policy

Dear Families:

School attendance is a major factor in academic success. In an effort to encourage good attendance, New York State requires that all school districts develop a Comprehensive Attendance Policy. This policy must include certain required elements.

One requirement is that parents/guardians must be provided with a summary of the policy on a yearly basis. That summary is enclosed.

The second requirement is that parents/guardians must sign-off on the form provided and return to the child's school by September 16, 2023.

If you are interested in a complete copy of the policy or have additional questions, please contact the school principal.

Sincerely,

Donna Jones, Ed.D.  
Superintendent of Schools

/rl Enclosure

### 2023-2024 Comprehensive Attendance Policy Sign-Off

Child's Name \_\_\_\_\_ School \_\_\_\_\_

☐ I have read and understand the Patchogue-Medford Comprehensive Attendance Policy.

Name \_\_\_\_\_

Date: \_\_\_\_\_

Parent's/Guardian's Signature

Name \_\_\_\_\_

Print Parent's/Guardian's Name