



Freehold Township Schools

Neal Dickstein

Assistant Superintendent of Schools

732-462-8400 ext. 8808 Fax: 732-761-1809

ndickstein@ftesd.org

"...prepare all students to be responsible citizens and life long learners."

Dear Parents/Guardians:

Regular attendance is essential to the successful academic experience your son/daughter will have throughout the school year. Students are expected to be present everyday the school is in session, except for circumstances that cannot be anticipated. As we begin another school year, it is a good time to outline key aspects of the district's attendance policy.

Parents are required to report absences and tardiness of students prior to the start of the school day. The attendance office voice mail is available 24 hours a day. Absences that are not reported by parents are considered unverified and unexcused. A student will be considered to have attended school if he/she has been present at least four hours during the school day with at least one hour present in the am or pm. Students will no longer be recorded as half day present or absent but rather students are given credit for daily attendance as long as they are in school for four hours. If your child's school starts at 8:00, students must arrive to school by 10:20 to be given credit for attendance. If your child's school starts at 8:40, students must arrive to school by 11:00 to be given credit for their attendance. If your child should need to leave school early, 12:00 (early schools) or 12:40 (late schools) would be the latest he/she could leave to receive attendance credit. The law requires kindergarten students to be present for at least two and one-half hours. All students must be present for two hours on a half day to receive attendance credit.

Upon return from an absence on any length, the student must present to the school a written statement, dated and signed by a parent or legal guardian, of the reasons for the absence. A note explaining a student's absence for non-communicable illness for a period of more than three school days must be accompanied by a doctor's note. A student who has been absent by reason of having or being suspected of having a communicable disease must present a doctor's note as evidence of being free of communicable disease. A principal may excuse a student from school for reasons including: the student's illness, a family illness or death, educational opportunities, or religious observances and necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day.

Lastly, as you are aware, the district has a legal obligation to respond to accumulated unexcused absences. Action planning for absences begins after the 4th day of an unexcused absence. It is imperative that you help us to accurately record your child's absence by sending in an absence note for each absence. Take a moment to visit our website. Under the link **Parent Resources – Health Office** you will find illness guidelines as well as a downloadable and easy-to-use absence form.

If you should have any questions regarding your child's attendance in school, please contact your school principal.

Sincerely,

District Attendance Officer