

# DAILY ATTENDANCE PROCEDURES

CALL: 609-587-1131, EXT. 6

Your child's presence at school on a regular basis is a concern we all share. If your child leaves home in the morning, you and the school assume your child will arrive safely. However, if for some reason this does not happen, time is at a premium. Precautions for this can be handled best if you would notify the school by telephone any time prior to 8:15 a.m. to verify that your child will be LATE or ABSENT. The number is **609-587-1131, ext. 6**. Please leave a message indicating the child's name, homeroom, and the date. If you would like to request homework, please add that to your message. This is a requirement for all students in grades PreK-8. Your support, assistance and cooperation are essential for the protection of your child.

We are in the process of scheduling this year's committee to handle the daily absentee check on our children. This involves answering the morning calls, recording the absentees, distributing late passes, and calling those parents whose children are unreported as absent or late. We need several people to fill in as a sub. If you are interested in volunteering your time, please fill out the attached form and return it to school, Attention: Attendance Committee. You will be needed from approximately 7:50 a.m. to 9:15 a.m. each morning.

Thank you for your continued support of this extremely vital program. You will receive one (1) point for each time that you work.

Sincerely,  
Dr. Jason C. Briggs, Principal



## ATTENDANCE COMMITTEE VOLUNTEER



NAME \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

NAME OF OLDEST CHILD \_\_\_\_\_ GRADE \_\_\_\_\_

DAYS AVAILABLE TO WORK:

Monday     Tuesday     Wednesday     Thursday     Friday