September, 2021

Dear Parent/Guardian:

RE: Child Absence Notification

In keeping with New York State Education law and Suffern Central School District procedure, this is to inform you of your right to be notified when your child is absent from attendance at school.

This procedure helps ensure that parents are aware of the child's absence from school. The process is simple and is as follows:

☑️ If a child is to be absent from school on a particular day, a parent, or the person in parental relation to the child, should call the school early that morning to report the absence and reason for the absence, after selecting the appropriate number on your school's automated answering service.

☑️ If a child is absent from school and the school has not been called by 9:00 am, the school will attempt to call the parent or person in parental relation to the child, either at home or the place of business, during the morning to confirm the child's absence and reason.

The key purpose of this procedure is to ensure the knowledge of the whereabouts of children by the parents and the school. Please note that a written excuse is also required for each absence on the day the child returns to school.

Thank you for your cooperation.

Sincerely,

[Signature]

P. Erik Gundersen
Superintendent of Schools

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