

Description of Notification of Parents/Guardians for absent or tardy students:

1. Parents/guardians notify school for absence and/or tardiness via phone call **BY 8 A.M. DAILY (716-693-5604 ext. 304).**
2. School calls parents/guardians if the parent/guardian has not called.
3. Students who are tardy **MUST REPORT** to the Main office.
4. A written excuse must be completed by the parent/guardian giving a specific reason for absence/tardiness within **3 days**.
5. If an excuse is not received within **3 days**, the absence is recorded as **unexcused**.
6. Unexcused absences/tardiness is recorded in the school register of attendance.

**All absences, legal or otherwise, require a written excuse,
which shall be given to the homeroom teacher upon the return
to school. All written excuses will contain:**

- Name of the absent child
- Date(s) of the absence
- Reason for the absence
- Signature of the parent/guardian

**PLEASE NOTE: IF YOU HAVE A CHANGE OF
DISMISSAL FOR YOUR CHILD, YOU MUST EI-
THER SEND IN A HANDWRITTEN NOTE WITH
YOUR CHILD OR CALL THE SCHOOL OFFICE IF
IT HAPPENS DURING THE DAY. PLEASE DO
NOT SEND THE MESSAGE VIA EMAIL WHEN IT
PERTAINS TO DISMISSAL**