



Attendance/Lateness Q&A

Q: Who should I contact if my child is going to be absent?

A: Please notify the teacher and call the attendance office at (718)434-6960 ext. 3191.

Q: When do I need to submit documentation for my child's absences?

A: If a student is going to be absent for an extended period please provide the school with documentation, i.e. airplane tickets, pertaining to the reason for absence. Providing documentation does not excuse the absence.

Q: What happens if my child is absent from school?

A: On the 3rd consecutive day of absence parent outreach will be made. The Parent coordinator will meet with parents to provide support and resources. Additionally, a meeting with the classroom teacher will be conducted.

Q: When will school staff reach out regarding absences?

A: If your child has three absences or more parent outreach will be conducted. If the pattern continues, the families will meet with the administration and attendance teacher to jointly develop a support plan.

Q: What time does the door open?

A: Main entrance door opens at 7:30 AM for breakfast. Kindergarten to 5th grade doors open at 7:50 A.M.; Pre-K doors open at 8:05 A.M.

Q: What time do the doors close?

A: K-5th grade doors close at 8:00 A.M.; Pre-K door closes at 8:20 A.M. Once the doors are closed all students must enter through the main entrance.

Q: What time is my child considered late to school?

A: Students will be marked late after 8:05 A.M.; Pre-K will be marked late at 8:15 A.M.

Q: What happens if my child is late?

A: Students will be marked late after 8:05 A.M. If your child arrives late or is absent you will receive an automated message that day from the DOE.