

A NOTE FROM THE ATTENDANCE OFFICE

- To reach the attendance office at EBHS, please call **(732) 613-6911** or email: **Karen Fitzgerald - kfitzgerald@ebnet.org** or **Deneen Amrani - damrani@ebnet.org**.
- If your child will be absent (hybrid or virtual), a parent or guardian **must** call the attendance office and report the absence. Emails can also be accepted to document absences. The email **must** be received from a parent account that is identified in Genesis. Please be sure to include the spelling of your child's name, grade and reason for absence.
- Hybrid students can work remotely on their "in school" day if they are not feeling well. Parents **must** notify attendance and students **must** email their teachers to let them know they will not be "in class" but working remotely that day.
- Attendance during virtual instruction is compulsory. If your child will miss any portion of the **morning session** please **call or email attendance** and indicate what periods they will be missing. If your child will miss the **afternoon supplemental session** they should **contact the teacher directly**. If a student's absence exceeds 2 class periods they will not be credited with attending school for the day.
- For every absence, we need a note from a parent/guardian in order for the absence to be excused. If your child is hybrid, they can bring a note on their next "in school" day and put it in the box outside of the main office or you can email a note within 5 days of absence to the attendance office to: **Karen Fitzgerald - kfitzgerald@ebnet.org** or **Deneen Amrani - damrani@ebnet.org**.
- All students **must** log into their class **promptly** at the beginning of each period every day. Daily attendance is taken during Homeroom. **Homeroom is Period 2** (A,C,E,G Days) and **Period 6** (B,D,F,H Days). Failure to login promptly to HR could result in the student being marked absent for the day.
- Please be advised that a phone call **will** be sent home notifying parent(s)/guardian when a student is marked absent for the day.
- Student Attendance is covered by East Brunswick Board of Education Policy 5200: **[\(Link here\)](#)**