

## **A NOTE FROM THE ATTENDANCE OFFICE**

- To reach the attendance office at EBHS, please call **(732) 613-6911** or email: **Jessica Todd** - [jessica.todd@ebnet.org](mailto:jessica.todd@ebnet.org). Or **Dorothy Jacobsen** - [djacobsen1@ebnet.org](mailto:djacobsen1@ebnet.org)
- If your child is younger than 18 years of age, and will be absent, a parent/guardian **must** call the attendance office and report the absence. Emails **will not** be accepted to report absences. Please be sure to include the spelling of your child's name, grade and reason for absence.
- When a student arrives late to school after 8:20, they **must** sign into the attendance office.
- When a student is absent due to illness, a note from a parent/guardian must be provided in order for the absence to be excused. If a student is out more than 3 consecutive days, a doctor's note **must** be obtained. All notes **must** be received from a parent/guardian that is identified in Genesis **within 5 school days** of the absence. Students must bring the note into school and put it in the attendance box outside the main office.
- College visits **will be** excused if documentation is provided from the school stating that the student went on a tour of the school (emails/paper copy accepted).
- Academic Programs/Competitions/Sports tournaments may also be excused pending approval prior to the absence from your student's Grade Level Administrator with the proper documentation (paperwork from school and a handwritten note from parent/guardian)
- Please note- **The number of absences have been reduced- 10 for a full year course - 5 for a semester course and 3 for a quarter course**
- When a student needs to be picked up during school hours, please provide them with a note stating the time and the reason for dismissal. They can bring the note to the attendance office in the morning and we will provide them with a pass to leave class. If a student is 18 years of age, they can sign themselves out and the attendance office will give a courtesy call to the parent/guardian identified in Genesis.
- **Please be advised that a phone call will be sent home notifying parent(s)/guardian when a student is marked absent in homeroom.**
  - Student Attendance is covered by East Brunswick Board of Education [Policy 5200](#) :

