

Attendance Verification Form

The Longwood Central School District Attendance Policy requires that all parents be notified of the district's attendance policy. Please sign and return the statement indicating that you have read and understand the Attendance Policy #5100.

I/we, _____, have read and understand the Longwood Central School District Attendance Policy.

Student Name: _____

Student Grade: _____

School Building: _____

Print Parent(s) Name: _____

Parent(s) Signature : _____

Date: _____

Please return this completed form to the attendance office in the student's school building

District Attendance Policy Summary (Supplied to Parents)

Regular daily attendance is important for your child to be successful in school. Teachers have carefully planned and organized the academic lessons and class work, which includes assigning specific material each period.

The Longwood School District Attendance Policy # 5100 requires students to be in regular daily attendance. Both students and parents will be held accountable for absences. Students who are absent, tardy or leave early from school without a viable excused absence will face appropriate disciplinary consequences in accordance with the District Code of Conduct, as well as parent/guardian notification. The parent portal may be utilized to view the student's attendance record.

Excused absences, tardiness, and early departures from class or school are as follows:

- Illness of student
- Death in the family
- Critical family illness
- Court summons
- Work study, exams or school related service with prior approval
- Observance of a religious holiday
- State emergency
- Snow day/impassable roadways as declared by the School District
- Suspension
- Approved college visits
- Health care appointments that cannot be scheduled outside the school day
- Military Obligation
- Military Family Deployment Related Absences (at the discretion of the principal, assistant superintendent, or superintendent).

All Other Absences or Tardies Will be Considered Unexcused

It is the parent's responsibility to notify the school attendance office on the next school day of the absence and to provide a written excuse upon the student's return to school. At the secondary level, it is the student's responsibility to provide documentation for all in-school appointments what will prevent a student from attending a class prior to dismissal from a class.

Thank you for your cooperation and support in regards to helping students maintain the district attendance policy. Upholding this attendance policy helps provide a consistent and productive learning environment for our students.