

## ARLINGTON HIGH SCHOOL ATTENDANCE

### CONTACT INFORMATION:

EMAIL: [ahsattendance@acsdny.org](mailto:ahsattendance@acsdny.org)  
PHONE: (845) 486-4860 x31243/31250

### PROCEDURES:

#### **EARLY DISMISSALS**

If a student must leave school prior to dismissal time, specific procedures **MUST** be followed:

1. Student must have something in writing, (hand written note or email) sent to the attendance office prior to the dismissal at the beginning of the day.
2. The note **MUST** include the students full name, time of dismissal, reason for dismissal and the parent/guardian name and phone number for verification. **NO STUDENT CAN BE RELEASED WITHOUT VERBAL VERIFICATION.**
3. For an unplanned, last minute early dismissals, parents/guardians can come to the high school to sign their student out. They must bring photo identification and will need to sign in with security. Once verified, the student will be called to the attendance office to sign out and get a pass. Students will only be released to someone who is listed on their emergency contact list in school tool.
4. Early dismissals for appointments will require a confirmation of appointment note from the organization/office for the early departure to be excused.
5. If a student is being pick up by someone other than the parent, please provide the name.

#### **SENIOR WALK OFF PASSES**

No Senior is allowed to leave or return to campus in any vehicle, whether as a driver or passenger, a Senior Walk off pass gives the student permission to walk off campus during free periods. No student is allowed to drive off campus without written permission from a parent/guardian and verbal confirmation has been received.

#### **LATE ARRIVALS**

**ALL** students must report to the attendance office with a signed note from parent/guardian. They will be signed in and issued a late pass to school. If a student does not report to the attendance office upon late arrival, they will be directed to their AP office.

If a student arrives on a late bus, they will be directed to sign in at the Main Office and given a pink pass.

#### **ABSENCES**

When a student is Absent, Tardy or has an Early Departure from school a parent/guardian must provide an absent/late/early departure note to school. Notes can be emailed to the attendance office or hand written. Notes must contain the date of the absence, the reason for the absence, parent signature and contact information. Notes can also be dropped off at the attendance office. Per District Policy notes **MUST** be submitted within 10 school days of a student's return after an absence. (See Attendance Policy FAQs, sent via email on September 1, 2023).

Absences will be recorded as a truancy until a note is received, it will then be recorded as excused or unexcused.

#### **Examples of Legal absences**

Personal Illness, Critical Illness or death in Family, Family Emergency, Recognized Religious Holidays/Observance, Quarantine, Impassable Roads/Weather Conditions.

Business that cannot be conducted beyond the school day (Social Service Appointments, Doctor or Dental Appointments, College Visits, DMV, etc.) will require a confirmation of attendance from the respective organization or office for the absence, tardy or early departure to be excused.