



Allamuchy Township School
20 Johnsonburg Road, Allamuchy, NJ 07820
908-852-1894

September 29, 2015

Dear Parents and Guardians,

Daily student attendance is mandatory and essential for the steady progress of children throughout their school lives. Due to NJ state code, a student must be in school four hours of the school day in order to be marked present. If an early dismissal is required due to an appointment that cannot be made outside of the school day, the student must be at school four total hours in order to be marked present. However, we still encourage the student to attend as many classes as time allows, even if the student will not be present four hours. Time spent in school, even for part of the day, generates a positive academic impact for students.

Early Dismissal: Students departing school before **12:30 at ATS or 12:40 at MVS** will be marked absent unless they return to school and are in attendance for a total of four hours.

Late Arrival: Students arriving late to school must arrive prior to **11:00 at ATS or 11:10 at MVS** in order to be marked present and in attendance for a total of four hours.

If an absence is necessary, please send a written note upon return to school explaining the reason for the absence. When the note is received the absence is marked as 'unexcused - not truant' with the exception of excused absences on the state approved list of religious holidays www.state.nj.us/education/genfo/holidays.htm.

Although we know that attendance is crucial to your child's learning and development, we understand that sometimes absences are necessary due to illness and family emergencies. While we revise how our students are acknowledged at the end of the year, there will no longer be a perfect attendance award. We like to offer many opportunities for students to be recognized in a variety of areas including academics and citizenship. We thank you for your time and understanding.

Yours in education,

Jennifer Chickey

Principal

Melissa Sabol

Assistant Principal