

Dear Parent/Guardian:

The district has a policy of requesting parents to call the school whenever a child is absent. A special answering machine is provided to make this process easier for you. Please call the school and leave word whenever you are keeping your child home from school. Should you fail to do this, in the interest of your child's security and safety, the school may make an attempt to call you. If you are unable to be reached, an attendance officer may call you to verify that your child was not in school that day. Since the purpose, however, of the check in the daytime is to help verify that the child is not lost or in jeopardy, I urge you to make your call and to make certain that we know how to verify a child's absence should you forget to call.

There is a mutual cooperation that is needed in the protection of children. We ask that you make your calls to the school as early as possible and when reporting the absence give the name of the child, the grade or teacher and the reason for the absence. Every absence must be verified by a note from the parent/guardian upon the child's return to school even if you have called the answering machine or school personnel. I would like to remind parents that a doctor's note for student absences is requested after three or more consecutive days.

All of us working together can hopefully make the Sayreville Schools a safe environment.

Sincerely,

Donna Jakubik
Principal

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**TO REPORT YOUR CHILD ABSENT CALL THE MIDDLE SCHOOL AT
732-525-5291.**

Voice Record: 1. Child's Name
 2. Grade
 3. Reason for Absence

In addition, it is mandatory that every pupil absence must be verified by a note from the parent/guardian. After a child has been absent for three or more consecutive days, a doctor's note (certificate) may be required before the child is readmitted to school.