

**CRANFORD PUBLIC SCHOOLS**  
**Cranford, New Jersey**

Dear Student,

A hearty welcome from the attendance office staff!

Your attendance during your four years here is very important. Understanding some basic rules from the beginning will help to make life easier. Please review these notes with your parent/guardian. If you have any questions, just ask. **REMEMBER THAT WE ARE HERE TO HELP YOU!!**

**WHAT TO DO IF YOU.....**

**X ARE ABSENT UNEXPECTEDLY:**

Have your parent/guardian call our office early in the day . In addition, on the day you return to school bring to our office a note signed by your parent/guardian. Delivered before period one, the note should state the date(s) and reason for your absence. We will then give you a “green make-up assignment slip” to show your teachers. (If you were ill and have seen a doctor, we recommend that you bring in a doctor’s note.) Please be aware that in order to participate in after school sports or activities, you must be present in school on the day of the activity\*.

**X KNOW AHEAD OF TIME THAT YOU WILL BE ABSENT THE ENTIRE DAY:**

A day or two in advance bring to our office a note signed by your parent/guardian stating the date(s) and reason for your absence. Have an administrator and your teachers sign the note at which time you can make arrangements for your assignments. You must return the note with all the signatures to our office BEFORE your scheduled absence\*.

**X ARE LATE:**

Bring in a note from your parent/guardian stating the reason for your lateness and sign in at the attendance office AS SOON AS YOU ARRIVE\*. A member of our staff will sign your note and return it to you. Show the note to each teacher whose class you missed the next time you report to his/her class. If you do not have a note on the day you are late, we will issue you a blue “unexcused lateness” slip when you sign in at the attendance office. However, on the following day you must show a note from your parent/guardian to your teachers to avoid an unexcused lateness referral to Mr. Sorrentino, Dean of Students.

**X NEED TO BE DISMISSED FROM SCHOOL EARLY:**

Bring in a note from your parent/guardian stating the time you are to be excused, the reason and also whether or not you will be returning later in the day\*. Drop the note off in our office as soon as you arrive at school. Tell the affected teacher as you enter his/her classroom, that you will be excused early and must leave before the end of class. At the appropriate time, remind your teacher that you must leave. Collect your personal belongings from your locker and report to the Attendance Office to sign out. If you return to school later on the same day, you must also sign back in at the office.

**\* Attendance Policy for Interscholastic Athletic/Co-Curricular Activities:**

*No student may participate in an interscholastic athletic contest, a practice, a concert, a rehearsal, dramatic or musical production, or other major afternoon or evening activity unless he/she is in school the entire time he/she is scheduled to be here. A student whose normal arrival time is 8:15 a.m. must be here by that time; a student who is permitted a late arrival must be in by 9:00 a.m. As with every policy, questions will arise relative to implementation. Questions should be directed to administrators as soon as they arise. No staff member is permitted to violate this policy. Only the building Principal or designee may grant an exception and then only under the most extraordinary circumstances.*

**WE LOOK FORWARD TO SEEING YOU IN SEPTEMBER  
AND WISH YOU A SUCCESSFUL YEAR AT CRANFORD HIGH SCHOOL!!**

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Dear Parent/Guardian:

In the event you become aware after your son/daughter has left for school that he/she **must** be excused early, please call the attendance office and we will do our best to assist you in notifying your child. However, delivering messages to students disrupts classroom instructional time. Therefore, we thank you for your cooperation in keeping these instances to emergencies only.

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Attendance Office Staff: Anne Montross      Linda Heller      Metta Ponczek

OFFICE PHONE NUMBERS (24 HR VOICE MAIL): 709-6285, X6285 or 709-6284, X6284

FAX: 908-653-1475

