

## VHS ATTENDANCE

Absent from School: In order to report a student absence from school, parents/guardians are to:

- Call the VHS Attendance Office as soon as possible.
- Students are to check in with the Attendance Office immediately upon their return to school to complete an attendance form.

Tardy to School: Students reporting late to school are to:

- Report to the Attendance Office with a signed note from their parent or guardian.
- If possible, parents are asked to verify the note with a phone call to the Attendance Office.

Early Dismissal: Students requesting to be excused from school prior to the conclusion of the school day are to:

- Report to the Attendance Office before the start of the school day on the day of the early dismissal request with a signed note from a parent stating:
  - Student's Name
  - Date and Time of Early Dismissal
  - Reason for Early Dismissal
  - If the student is leaving school early with another student or parent, both sets of parents need to inform the Attendance Office
- Parents /Guardians must call the Attendance Office confirming students' early dismissal from school with sufficient notice for the Attendance Office to process the request.

Parents/Guardians may reach the Attendance Office by calling (973) 571-2029, ext. 1016 or ext. 1889.

Please refer to the Student and Parent Handbook for additional Attendance requirements and information regarding loss of credit in courses due to excessive absences from school.