



Dwight-Englewood School

315 EAST PALISADE AVENUE, ENGLEWOOD NJ 07631 · 201.569.9500 · www.d-e.org

Middle School Attendance Procedures

Absent

When your child will not be in school due to illness, call the dedicated MS Attendance Line: 201-227-3301 or e-mail: MSattendance@d-e.org, by 9:15 a.m. to report the absence.

Arrive to School by 8:00 A.M.

Late Arrival

Your child must stop at the MS Office, any time after 8:15 a.m., to announce their arrival.

If you anticipate your child arriving to school after 8:10 a.m., call the MS Attendance Line: 201-227-3301 or email MSattendance@d-e.org by 8:30 a.m.

Early Dismissal

If your child needs to leave school early, call the same dedicated line or send an email to let the school know. Please be sure your child stops at the MS Office; this is a safety issue in case of emergency.

Pre-planned Absence

If you are planning a full day (or more) absence for your child, you need to talk to your child's Dean a week in advance of the absence to facilitate our supporting your child with catch-up work and pre-absence planning.

Pick-up or Drop-off

If you will be picking up or dropping off your child during the school day (for a doctor's appointment for example), please call the Attendance Line at 201.227.3301 to alert us of your plans and be sure your child stops at the MS Office to let us know of the arrival or departure.