



# 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](mailto:MSattendance@d-e.org), by 9:15 a.m. to report the absence.

***Arrive to School by 8:00 A.M.***

## **Late Arrival**

Students must scan or sign in when they arrive after 8:10 AM.

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](mailto: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.