

# Shrewsbury Borough School

20 Obre Place  
Shrewsbury, New Jersey 07702

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SUPERINTENDENT

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Dear Parent/Guardian:

Welcome back! I hope that our recent Spring Break was restful and relaxing for you and your family. As we prepare to finish this school year, I would like to take a moment to clarify some aspects of our attendance policy here at SBS as I have had several questions about it recently. I would also like to thank you for your cooperation throughout the year to inform the school of your child's absences and to provide documentation whenever possible for absences from school.

Please note that calling the school to report a student absence does not make an absence "excused." We rely on the system of parent/guardian reporting to ensure that we have complete accountability for all of our students. If students are not reported as "absent", the school will contact a parent/guardian immediately to ensure that no child's safety or well-being is in doubt. While this is an extra step for parents/guardians, it helps to ensure that your child is safe at all times.

According to our policy, a pupil will be considered to have attended school if he/she has been present at least four hours during the school day.

According to our policy, an "excused absence" is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:

- a. The pupil's illness, (with a doctor's note)
- b. Family illness or death,
- c. Educational opportunities,
- d. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16,
- e. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans un 29 U.S.C. 794 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3,
- f. The pupil's suspension from school,
- g. The pupil's required attendance in court,
- h. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day, and
- i. An absence for a reason not listed above, but deemed excused by the Superintendent, upon a written request by the pupil's parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence.

If you believe that your child's absence is an excused absence, please forward a note or some type of documentation to the school so that the school secretary can accurately record your child's attendance.

If you should have any questions about our attendance policy, please contact me directly.

Sincerely,  
Brent A. MacConnell  
Superintendent