

BASIC ATTENDANCE PROCEDURES

If a student will be **ABSENT** from school, you must advise the school by calling the attendance office @ 516-678-8532 or emailing the attendance office @ ohsattendance@oceansideschools.org. Please include the student's name, grade and reason for absence. It is recommended that when the student returns to school, they bring a parent or doctor note to the attendance office, explaining the reason for their absence.

If a student will be **LATE** to school, they **MUST** come to the attendance office to sign in where they will be given a late pass to class. Please call or email the attendance office to advise us of the lateness. If we do not receive notification of the lateness, the student will be marked Absent/Unexplained, which is equivalent to cutting class.

If a student is being **SIGNED OUT** during the school day, you or someone on your emergency contact list must come into the building, with photo ID, and fill out a "Parent Sign/Out Form." If your student will only be missing part of the day due to the sign out, (example: dr. appt./dental appt.) you DO NOT need to bring them back into the building . Upon their return, the student **MUST** come back to the attendance office and sign in and they will be given a pass back to class.

If a student is in 11th or 12th grade, and you would like to give them permission to sign themselves out, we **MUST** receive something in writing from the parent or guardian, granting them permission. We will call to verify all permission notes to ensure it was sent from a parent or guardian. In your permission note, please include the student's name, grade, and the time they are leaving and if they will be returning.