

**Mt. Pleasant Blythedale School and Blythedale Children's Hospital Student
Attendance Procedure/Guidelines**

New York State Law on Attendance:

- All New York State children shall be required to attend school, unless the parent or guardian is able to show that the child is receiving elsewhere the equivalent instruction to that provided in a public day school.
- Student attendance shall be monitored.
- A student is considered to be "in attendance" if present at his/her assigned school for at least half of the regular school day.

All Student(s):

- Should be in school every scheduled day.
- Absences should be called in to nursing at **(914) 831-2598**.
- Must bring documentation prior to or upon return from absence indicating reason for absence and if necessary supported by medical note. **Notes can be emailed to DHattendance@blythedale.org.**
- Absences are considered excused with parent or guardian documentation up to 9 days per school year.
- Absences exceeding 9 days in a school year are considered unexcused unless they meet specific criteria and appropriate documentation is provided:

Level	Total # of Days Absent	Acceptable Reasons for a Student	Documentation Required Prior to/upon RETURN
1	1-9	Any reason that the student's parent or guardian approves	Parent or guardian note.
2	10 +	<ul style="list-style-type: none">➤ Student illness (Note from a licensed physician verifying reason for absence.➤ Student observance of a religious holiday➤ Death in the student's family or other emergency beyond the control of the students family.	Parent or guardian note and additional documentation.

*Vacations should not be scheduled during school days and will be documented as unexcused absences.

*In extenuating circumstances, a student or his/her parent/guardian may appeal to the administration to resolve attendance issues.

* As mandated reporters, we are required to report excessive unexcused absences, due to educational neglect, to Department of Social Services. Parents who do not assume responsibility for their child's attendance as required by law may be referred.

*Parent/Guardian signature acknowledging receipt _____ Date _____