



What Do I Do If My Child Is Absent From School?

- Call the Welcome Center/ Attendance Office at 607-735-3247. Calling the Welcome Center/Attendance Office will let the school know that you are aware that your child is absent, however, the absence will still be marked as **unexcused** until documentation is received and the automated phone call does still go home that evening. Have your child bring in a written note upon return to excuse the absence(s) or you can email nioveracker@elmiracityschools.com to excuse your child for the day(s) absent.
- Send in a letter to the school Welcome Center/ Attendance Office stating the reason for your child's absence. A sample is given below. If a letter explaining the absence is not sent in, the absence will be considered an illegal absence.
- Welcome Center hours are 8:00 am - 3:30 pm.
- If/when your child is tardy (overslept, etc.), they need to sign in at the Welcome Center where they will get a pass to class. The time they arrived will be input into the system as an **unexcused tardy**. If/when your child is tardy (due to an appt., family emergency, unforeseen circumstances, etc.), they need to sign in at the Welcome Center with an excuse, where they will then get an excused pass to class. The time they arrived will be input into the system as an **excused tardy**. This will also excuse them from any class they may have missed in the morning.
- When a student needs to leave early, they are to bring in an excuse for leaving early in the morning. The Welcome Center will give the student a pass to show to their teacher to be dismissed at such time. They would then need to sign out at the Welcome Center so the time they left premise can be input into the system. It is very important to know when your child leaves the building

Elmira City School District

Early Departure, Tardy, or Absence Report Form

School: Elmira High School

Date: _____

Student's Name: _____

Date Absent from School: _____

Reason for Absence: _____

Or

Time Student should be Dismissed: _____

Reason: _____

Or

Time Arrived at School: _____

Reason: _____

(Parent/ Guardian Signature)