

Absence Verification Information

Glen - RED Program:

To report a child's absence, the parents either call the office at 201-251-3140 or the teacher directly

Hawes:

Hawes School has a voice mail for reporting absences. If your child is going to be absent or late please call 445-7319 before 9:15 a.m. even if you have informed the teacher. Call before 12:45 p.m. if your child attended school in the morning but will not return in the afternoon.

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Orchard:

It is mandatory in New Jersey that the school contact parent/guardian if your child is absent from school.

An answering machine is available 24 hours to record absence messages. The Guidelines we ask you to follow are:

- Parents/guardians must call (201) 445-5707 before 8:45 a.m. for a morning or full day absence. You are requested to leave your child's first and last name, teacher, and reason for absence. Main Office staff will check the messages against attendance sheets at the start of each day and will call the parent/guardian of any child whose absence is not reported on the telephone list. This system will eliminate the need for absence notes from home. However, if you know in advance that your child will be absent because of special plans, you can send a note to his/her teacher instead of calling.
- Parents/guardians are to call the Office by 1:00 p.m. if a child is not returning for the afternoon session.
- In the event that a child is absent and the school is not notified, the parent/guardian emergency numbers will be called

Ridge:

The Absence Verification Line (201-445-0627) in the Health Office is available 24 hours a day. If you have any questions, or would like a follow-up call, please leave a message and Mrs. Manke will return calls around 9:30 a.m.

Somerville:

Absence Verification Procedure

Please call 201-444-1080 no later than 9:00 a.m. on the day of the absence to notify the school whenever your child will be absent or tardy. This number is operated by an answering machine 24 hours a day. If you know in advance that your child will be absent or tardy, please send a note to the teacher AND call the absence line. If you call after 9:00 a.m. please call the office at 201-670-2750 or 2752 to report the absence. Afternoon Kindergarten, please call before noon.

Travell:

When a child is to be absent from school for any reason, parents are requested to call the Absence Verification Number (201-444-8225) and leave a message on the tape stating the child's name, class and reason for absence.

Willard:

Absence Verification Service

If your child is going to be tardy or absent, you must call AVS. Please leave your child's name, class, the date, and the reason for the absence (sick, religious observance, etc.) on the answering machine. The answering machine is available 24 hours a day. PLEASE SPEAK SLOWLY AND CLEARLY!

Please call: 670-9232 before 9:00 am. After 9:00, please call the main office.

BF

Whenever a student is absent from BF, it is vital that a parent/guardian notify the main office by calling the Absence Verification Service (AVS) 201-891-9416. Even when teachers have been notified of an absence, it is still necessary to call the AVS. When no call is received on the AVS, a call will be made to the home to verify the absence of a student who is not in school.

If it is necessary for a student to leave early for any reason, a parent must send a note with the student, which should be brought to the main office during homeroom. The student will be given a pass to leave class at the time requested. It is important that this procedure be followed so that it is not necessary to interrupt instruction to find a student

GW:

GW parents need to call the absence verification line, 201-670-2784, by 9:30 AM if their child is going to be absent or late on that particular day.

RHS:

Sick Day Policy

If your child is unable to attend school, for whatever reason, please call the Attendance Office at the High School **201-670-2816**