

Warren County Special Services School District
1500 Route 57, Suite 1
Washington, NJ 07882
Tel. 908-835-1004 Fax 908-835-1042

Procedures for Reporting Habitual Tardiness or Absences

“Habitual tardiness or prolonged absences shall be reported in writing to the Chief School Administrator of his/her designee”. (6A: 14-7.9(a)).

If a student is habitually tardy or absent for more than two days and the parent has not called the school, the teacher will call the home to obtain information as to why the student is not in school. If the student is absent for more than five days, the form below will be sent to the principal who will then follow up with the case manager and parent as appropriate. Additionally, the Administrative Assistant will review monthly attendance sheets for absences of five or more days and notify the principal.

Date: ___/___/_____

Student Name _____ Last date of attendance at school ___/___/_____

Parent _____ Class _____
Name and Phone Number

Please note the dates that you called the parent and the disposition of those calls. If the student has an excused absence due to hospitalization, etc. please document below.

Case Manager _____
Name and Phone Number

Total Number of days absent: _____ Total Number of days tardy: _____

Teacher's name _____

Office Use: Call to Parent ___/___/_____
Date

Call to Case Manager
___/___/_____
Date

Notes: