



Alloway Township School
Home of the Tigers

Pamela A. Southard
Chief School Administrator

Melanie M. Allen
Business Administrator

August 2022

RE: Absences and Excuses

Dear Alloway Township School Family,

We are excited to begin a new school year! We have so much to look forward to and I look forward to continuing to work with our amazing staff, wonderful families, and our precious students.

We look forward to seeing our students each and every day. We all understand the importance of being in school and being on time. Coming to school late, leaving early, and being absent are disruptive to your child's education. Of course, we understand when emergencies arise, but do expect all students to be in school for the full day unless a situation is unavoidable. As a reminder, our doors open at 7:43 and homeroom begins at 7:50 am.

Unexcused tardies or early pickups are recorded and could count against unexcused absences. Please be sure to send in appropriate documentation (ex. Doctor's note) for absences to be excused.

The Board of Education, the teaching staff, and we strongly urge you to plan family vacations when school is not in session. Multiple absences disrupt the educational process and students may experience academic difficulties.

Letters will be sent home if students accrue 4, 9, and 10 unexcused absences. Administration will be reaching out to parents to discuss action plans if necessary to ensure that their children are in school. Ten or more unexcused absences could lead to truancy charges per state law. Additionally, if a child is absent more than 10% or 18 days of school, promotion to the next grade level will need to be reviewed (Please see Board Policy #5113).

Your cooperation and dedication to your child's education is essential to their success. Thank you for partnering with us to make this a GREAT school year!

Respectfully,

Pamela A. Southard
Chief School Administrator

Heather Principe
Assistant Principal

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We are an Equal Opportunity Employer – F/M