



September, 2017

**RE: Student Absence and School Notification**

Dear Parents/Guardians:

The Washington Township Board of Education has implemented a plan to help school personnel and parents/guardians know, in a relatively short period of time, the whereabouts and safety of students who are reported absent on a given morning. The plan requires a verification call to the home (or emergency telephone number), if we are not notified of an absence. School personnel will verify the absence of a student on the first day of the absence.

We are asking for your help in reporting the information either by phone or note. Please call the school between 8:15 a.m. and 9:00 a.m. to report the absence of your child. In lieu of calling, you may send in a note with a sibling or another student; this will greatly help by minimizing the number of calls that will have to be made.

If the school is not notified of a child's absence, parents/guardians will be contacted at their home/work numbers provided or through the emergency telephone number indicated on the student's school record. Please ensure that your child's school is provided with accurate and up-to-date emergency contact information at the beginning of the school year and whenever there is a change in your home, work, or emergency contact phone numbers.

Thank you for your help in the implementation of this verification plan.

Sincerely,

A handwritten signature in black ink, which appears to read "Joseph A. Bollendorf". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Joseph Bollendorf  
Superintendent of Schools

/dmm