Middle School Attendance Procedures

BASIC GUIDELINES

Please check the Middle School Student Handbook for full details.

Absent

When your child will not be in school due to illness, call the dedicated MS Attendance Line: 201-227-3301 or e-mail: MSattendance@d-e.org, by 9:15 a.m. to report the absence.

Arrive to School by 8:00 A.M.

Late Arrival

Your child must stop at the MS Attendance Office, any time after 8:10 a.m., to receive a tardy pass to enter class.

If you anticipate your child arriving to school after 8:30 a.m., call the MS Attendance Line: 201-227-3301 or email MSattendance@d-e.org by 8:30 a.m.

Early Dismissal

If your child needs to leave school early, call the same dedicated line or send a note to let the school know. Please be sure your child signs out at the MS Attendance Office; this is a safety issue in case of emergency.

Pre-planned Absence

If you are planning a full day (or more) absence for your child, you need to talk to your child's Dean a week in advance of the absence to facilitate our supporting your child with catch-up work and pre-absence planning.

Pick-up or Drop-off

If you will be picking up or dropping off your child during the school day (for a doctor's appointment for example), please call the Attendance Line at 201.227.3301 to alert us of your plans and be sure your child signs in/out at the Attendance Window in Umpleby lobby.