

Memorandum

To: All Faculty and Staff
From: Dr. Matthew W. Ross, Superintendent
Date: August 1, 2018
Subject: Policy and Procedure Bulletin_Student Attendance Tracking and Reporting

The intent of this memorandum is to provide guidance with regard to student attendance tracking and reporting.

The Vineland School District is dedicated to providing the best educational experiences for all our students. However, we cannot do that if a student is not in school—on time, every day. Research shows that those children who attend school regularly are more likely to be successful in school; a child who misses a day of school also misses a day of education, which cannot be retrieved. The attendance habits a student develops today will affect their future academic success.

In an effort to reduce the occurrence of student absences and tardies, the District must work to ensure all students are in school on time, every day. To this end, each classroom teacher shall track student attendance using the Monthly Student Attendance Tracking Worksheet. Each classroom teacher shall also make positive contact with the parent of each student who was absent to notify them of the educational impact of the absence, remind them of the requirement that students must attend school at least 90% of the enrollment period, and to remind them that students must complete and turn in all graded assignments. These efforts, combined with the schoolwide and Districtwide efforts, should reduce the occurrence of absences and tardies.

If you have any questions or a need any assistance regarding this memorandum, please do not hesitate to contact us.