

March 9, 2023

Dear Parents and Caregivers,

Effective Monday, March 13, we are implementing a new process for student absences. Parents and caregivers will be responsible for calling us to report student absences ***no later than 8 a.m. on the day of the absence***. This will align our practices with those of other schools and assist staff members that work with your child to better plan for the day.

**If your child will be absent, please call our  
Student Attendance Line at **716-629-3420**  
before 8 a.m. on the day of absence.**

When leaving a message, please include the following:

➤ ***Date of absence***

➤ ***Full name of child – speak slowly and clearly and spell the name twice***

➤ ***Classroom number***

You may call this line at ***any time prior to 8 a.m. on the day of the absence***. We appreciate as much notice as possible. You may also use the Student Attendance line to report upcoming absences. For example, if your child will be absent on a Wednesday, and you know about this on Monday, you can call the line on Monday. You are not required to contact your child's teacher regarding the absence but may do so if you wish.

**Please note that calls to the student attendance line do NOT replace written documentation for excused absences.** Please provide a written note upon your child's return to school including the date of the absence, the reason for the absence, and your child's name/your name. **In addition, please make sure to contact the bus company to cancel transportation for the day.**

Thank you for your cooperation.

Sincerely,

*Mary Bennett*

Mary Bennett, M.S.Ed., SBL, SDL  
Principal, Summit Academy