

Long Beach High School Attendance Office

Tel: 516-897-2003

E-mail: hsattendance@lbeach.org
jcorbett@lbeach.org

The Attendance office is located in the main entrance lobby in Lower Commons.

ATTENDANCE PROCEDURES

Absences

If your student is **ABSENT** from school you must contact the attendance office by calling 516-897-2003 or emailing hsattendance@lbeach.org or jcorbett@lbeach.org before 2.30pm to avoid receiving a robocall. Please include the student's name, ID# and reason for absence. Upon returning to school please send a parent or doctor's note explaining the reason for the absence.

In the case of any illness, parents must call the attendance office in their child's school on the first day of an absence.

Late Arrivals

If your student is **LATE** for school. Please call or email the attendance office by calling 516-897-2003 or emailing hsattendance@lbeach.org or jcorbett@lbeach.org.

Your student **MUST** stop at the attendance office to get a late pass. If they do not stop to get a late pass (even if you called or emailed) they will be marked tardy unexcused or absent unexcused.

Early Dismissal Procedure

- E-mail attendance at hsattendance@lbeach.org or jcorbett@lbeach.org
- You can also send in a note first thing in the morning.
- Please always include the student's name, ID number, time and reason for dismissal.
- If you can schedule a pick-up in between periods it helps. (Bell schedule is below.)
- Even if the main gate is open, always stop at the security booth and let them know you're here to pick up a student.

We understand that emergencies arise and you may need a last-minute early dismissal. In this case either send an e-mail or come directly to the attendance office in the lower commons with ID. Dismissal by phone call is not accepted.

Long Beach High School Bell Schedule

Period 1	7:55 – 8:37
Period 2	8:41 - 9-28
Period 3	9:32 - 10:14
Period 4	10:18 - 11:00
Period 5	11:04 - 11:46
Period 6	11:50 - 12:32
Period 7	12:36 - 1:18
Period 8	1:22 - 2:04
Period 9	2:08 - 2:50

Attendance is essential for successful learning. Students who attend school regularly can expect to reach a higher level of achievement. Attendance is also important to the taxpayers and residents because every absence means lost state aid. When all absences are added up, those lost funds can mean higher school taxes.

However, a child who is ill should not be in school. There are also other circumstances when an absence may be necessary, but every student should attend school every day he or she possibly can. Students are expected to make up work they miss during an absence and should communicate with classmates regarding schoolwork. In the event of a prolonged illness, home instruction may be provided.

The Long Beach School District attendance policy permits the following as valid excuses for absence, tardiness or early departures:

- *Illness of the student*
- *Serious illness to immediate family member*
- *Death in the student's family*
- *Serious, contagious or epidemic disease in the household where the student resides*
- *Urgent doctor or dental appointments which cannot be arranged for any other time*
- *Mandated attendance in a court of law or related court proceeding*
- *Documented college visits (high school students only)*
- *Religious observance*
- *Attendance at a school-supervised program*
- *Other reasons subject to building principal's review*

A note explaining the cause of absence is required on the day the student returns to school. Tardiness may be excused for the above reasons. A written explanation of lateness is required.

Verification Letter Requests

Should you require a verification letter for your student please call the attendance office at 516-897-2003 or email hsattendance@lbeach.org or jcorbett@lbeach.org.

Letters cannot be faxed or emailed as they are stamped with an official seal therefore will have to be given to your student, picked up, or sent in the mail.