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NYC Public Schools Attendance Policy

Children are required to attend school from age 5, except as set forth in paragraphs 4a or 4b above. Attendance is required through the end of the school year in which children turn 17.

Parents are responsible for ensuring that their child attends school regularly and arrives on time. Your child may miss school for illness, emergencies, or for religious reasons, but we want to see every student in school every day. Did you know that a student with 90% attendance has missed one month of school by the end of the year?

Here are some basic things you should know about attendance in New York City schools:

- Schools must take attendance to show whether a student is in school or not; it's the law.
- A student is considered chronically absent if they have less than 90% attendance rate.
- While schools can mark an absence as "excused" for religious reasons, illness, or some other reasons, **the excused absence is still an absence and must be part of the student's record.**
- Families should contact their child's teacher if their child will be absent that day.
- The school will make outreach to families about unexplained absences.
- Do we have the right information to contact you? Update your child's [NYCSA](#) account with your current contact information.

Record-Keeping, Attendance Rules and Parent Notification of Absence

Attendance is a required, legal record

A child who does not attend school must be marked absent, **even if the absence is excused**. Attendance records in the electronic system cannot be changed after the middle of July. We recommend that you track your child's attendance and lateness record monthly in your [NYC Schools account](#) and make the school aware if you find inconsistencies. Once the school year is over, attendance records may only be amended by submitting a letter to the student's file.

If your child is sick

See [Stay Home When Sick](#), below.

Upon return to school, your child should bring a note explaining the reason for the absence. If you visit a doctor, ask them for a note that lists **your child's name** and the **dates of the absence**. If we receive a note from a medical practitioner, we will code the dates of the absence to reflect that they are excused due to illness.

What are excused absences?

Schools can excuse absences when a student is absent for religious, medical or emergency reasons, but excused absences **are a legal part of the student's record**. Please provide documentation for absences.

Excused absences may not count against a student for school awards or participation in school activities.

Automated daily absent student notifications

To support student attendance, PS 58 will use the NYC DOE Messaging application will send automated text and email messages daily to the custodial adult of students marked absent before 11:00 AM.

Learn about our absence policy at the school website [Basics/Policies](#).

Check your child's attendance in your [NYC Schools Account](#) (NYCSA) often. If your child has been marked absent in error, call the main office to report the error.

If you move

Parents of children who change residence within NYC while enrolled, and whose new address is either outside of the zone or the district of residence of their current school, are responsible for attendance and punctuality.

These children will not become eligible for yellow bus transportation outside the provisions of Chancellor's Regulation A-801 and any entitlement to specialized transportation as written on the Individualized Education Program (IEP).

If attendance or punctuality worsens, the school must work with the family to facilitate and support regular attendance and punctuality.

- a. If, however, excessive absence and/or lateness continues, and it is in the best interest of the child, the principal may begin the transfer process to the school for which the child is newly zoned or to another school closer to the child's new residence.

Stay Home When Sick

Rest can help you and your child get better sooner, and it helps prevent the spread of germs.

- Children with diarrhea should stay home until the diarrhea has stopped (stools are formed).
- Anyone with a fever should stay home until 24 hours after being fever free **(without fever reducing medication)** or until their doctor says it is okay to go back to school. They should stay home for at least 5 **full** days if they are diagnosed with COVID-19.
- If your child is having difficulty breathing, call your doctor right away.

Please note that based on your child's symptoms, our school nurse may determine your child must stay home for other reasons based on their professional judgment.

If your child has symptoms of COVID-19, please see [COVID-19: When You Are Sick](#). Get tested, if your child is positive, have them stay home and separate from others for at least 5 **full** days, and talk to their health care provider about treatment. See [more information on isolation](#).

Please call the school or school nurse at 718-330-9322 ext 1201, to let them know if your child has a confirmed diagnosis of an illness that can spread to others. Please note that based on your child's symptoms, our school nurse may determine your child must stay home for other reasons based on their professional judgment.

If your child has head lice, it must be treated before they can return to school. Please visit the main office upon return and we will check that your child is lice-free and can return to the classroom. They must be checked again in 14 days.

When late afternoon arrival (really, *really* late) is actually an absence

In order to be marked *present* at school, a student must attend at least ONE FULL INSTRUCTIONAL PERIOD. If you bring your child to school AT OR AFTER 1:40 PM **we will not mark them present**. This means they will not be able to attend Carroll Kids that day either (as per CK's policy requiring a child to be present at school to attend afterschool).