# Wayland-Cohocton Central School

**MISSION:** ***To ensure high levels of learning for all students.***
**VISION:** ***To continuously develop our capacity to function as a collaborative culture.***

## *Excellence Starts Here!*

Dear Wayland-Cohocton Families,

At Wayland-Cohocton Central School District, we believe that regular school attendance is essential to student success. We are committed to working in partnership with families to support consistent attendance and ensure every student feels connected, valued, and encouraged to be present each day. When attendance concerns arise, our team, including the principal, school counselor, teachers, and other staff will work together to understand each student's unique situation and determine the best steps to provide support and promote success.

**Absences**

In the event of an absence, we request that a parent write an excuse for their child. Only a parent or legal guardian may write an excuse for a student who is absent or needs to be excused early for an appointment. Students who do not live with a parent or guardian must meet with the building principal and make special arrangements for the signing of their excuses.

**Excuses must include:**

- Student's first and last name
- Date of the illness or appointment
- Specific reason for the student's absence (doctor/dentist name if appropriate) or the business to be conducted
- Time the parent/legal guardian will pick up the student for an early departure
- Approximate time when the student will return to school
- Parent/guardian signature

**Please note that absences may be called in, but a written excuse (paper or electronic) must be submitted to the correct attendance office within five days of the absence.** Failure to do so will result in the absence being recorded as unexcused.

**When A Student is Absent**

If a student is going to be absent from school, the parent/guardian should notify the Attendance office Clerk as indicated below:

- *Prekindergarten School Attendance Clerk/Nurse | Tina Goodwin | Prekindergarten Absences Form (on website)*
- *Elementary School Attendance Clerk | Bridey Scott | Elementary Absences Form (on website)*
- *Middle School Attendance Clerk | Derrick Balinsky | 585-213-4339*
- *High School Attendance Clerk | Jessica Trischler | 585-213-4335*

We do recognize there are times when students may need to be absent from school for legitimate reasons. Acceptable absences include personal illness, family emergencies, religious observances, court appearances, medical appointments, college visits, approved school activities, and other situations with proper documentation or approval.

However, not all absences qualify as excused. Some examples of unexcused reasons include working, babysitting, shopping, vacations, oversleeping, being tired, cold weather, or taking a "mental health day" without proper documentation.

When in doubt, please contact the school for guidance. Our goal is to partner with families to support consistent attendance and student success.

**Responsibility for Good Attendance**

Research states good attendance has a direct result in a child's academic, social-emotional, and behavioral growth. Successful implementation of this policy requires cooperation among all members of the educational community, including parents, students, teachers, administrators and all staff members.

**Early Dismissal**

If a parent needs their child to be excused during the day, a parent/guardian note is required. Students in grades PreK through 8 must be signed out by a parent/guardian. Students in grades 9-12 may sign themselves out as long as a note has been received from a parent/guardian prior to the student signing out.

Educationally Yours,

*Wayland-Cohocton Administration*