



SPRINGFIELD GARDENS INTERMEDIATE SCHOOL 59

132-55 Ridgedale Street, Springfield Gardens, NY, 11413

Phone: (718) 527-3501 Fax: (718) 276-1364



Kimlyn Greig

Principal

Zynah Dunson, Assistant Principal

Clarence Darby, Assistant Principal, I.A.

"We are not interested in saving a hundred kids, we want to talk about how you save kids by the tens of thousands, because that's how we're losing them." Geoffrey Canada

January 3, 2022

Dear Families,

"New York City requires students between ages 6 and 17 to attend school on a full-time basis. Students with less than 90% attendance are more likely to have lower test scores and not graduate from high school" per the NYC DOE.

I.S. 59 ATTENDANCE POLICY

Students are expected to attend school daily. Parents must submit a note explaining why a student was absent from school the day the student returns.

The note must come from a doctor or health-care professional if a student's illness is causing long or frequent absences. If a student has been absent from school for another reason, please provide the school with documentation explaining why, such as an exam schedule or court order.

Please review the following reminders that pertain to attendance.

- More than 2 absences a month, a student will be considered chronically absent.
- If a student is absent due to illness or Covid-19, a note is placed in the system to record the reason for the absence.
- If a student is absent, an auto message is sent to the number on record.
- For students who are absent 3 or more times in one week, a staff member will contact parents to identify the reason for absence.
- If a student is going on vacation, moving, or changing schools, a form must be completed to document the reason for absence. Contact the main office for a form that fits your situation.
- Changes in address or phone number must be submitted to the main office.
- **Tardiness:** Student are considered late if they arrive after 8:11 am. Students will be asked to fill out a late pass.

Incentives:

- Students are given perfect attendance awards if they are present every day of the month.

School Attendance Responsibilities

Teachers must keep accurate attendance records for their students. Principals must provide attendance records to auditors on request. The Attendance Coordinator oversees the school's attendance program under the principal's supervision.

Each school has an Attendance Committee made up of teachers, administrators, pupil personnel, guidance counselors, parents, and students.