

# Robert Erskine Elementary School

88 Erskine Road  
Ringwood, New Jersey 07456

Nancy E. Dondero  
Principal

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Dear Parents and Guardians,

The Ringwood Public School District is resolute in the fact that regular student attendance is an integral part of academic achievement. Ensuring that optimum student attendance is maintained is critical to its educational mission. Accordingly, the district has adopted an Attendance Policy and a Promotion/Retention Plan (both attached) to ensure that effective strategies are in place to maximize pupil attendance.

The Erskine faculty, staff and I believe that regular and punctual attendance is essential for student learning and performance. Regular school attendance develops patterns of behavior that are essential to future success in life. Since school is a partnership, parents are expected to make sure that their child(ren) attend school on a regular basis. Therefore, the Robert Erskine administration and staff is committed to the careful monitoring of student attendance, maintaining adequate attendance records and holding students and parents accountable for good attendance throughout the school year.

When a student is late to school or absent from school, they miss a vital portion of their education. While written work can often be made up, the valuable learning opportunities, discussions and experiences missed during an absence are never adequately made up. Therefore, please schedule commitments for your child, such as dentist or doctor appointments, during non-instructional hours. Family vacations and trips during school days are strongly discouraged, as well. When your child is out of school for two or more consecutive days, please contact both the school office and the teacher as soon as possible to make arrangements for work to be completed.

Along with the Attendance Policy and Promotion/Retention Plan, please find attached the following forms: The Robert Erskine Building Schedule, Attendance Times for Delayed Opening and Early Dismissal, Student Pick Up/Drop Off Information and Attendance Line Information. I encourage you to carefully review each of these documents and become familiar with the established attendance policies and procedures. For your convenience and reference, each form can also be found on Robert Erskine's website at [http://www.ringwoodschools.org/Robert\\_Erskine.htm](http://www.ringwoodschools.org/Robert_Erskine.htm)

At the Robert Erskine School, we work very hard to ensure that your child receives the best education possible. We can only achieve this if your child is at school on time, every day. Please help us to provide your child with the outstanding education they deserve.

Sincerely,

Nancy E. Dondero

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I have reviewed the attached forms regarding the attendance policies and procedures at Robert Erskine School.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name & Teacher