



ATTENDANCE/TRUANCY AGREEMENT LETTER

Dear Parent/Guardian

In order to ensure that our teaching staff gives your child a proper education, it is imperative that your student attends school every day. The vast level of success a student can achieve throughout their educational process is limitless, but can only be attained if he/she is in school on a regular basis. Please review Bradford Academy's attendance policy as stated below:

1. **Up to three absences:** Parent will receive a call from student's teacher. (3 tardies equal one absence)
2. **Seven or more absences:** Student may not be able to return to class until parent attends a mandatory absentee training meeting.
3. **10 or more absences:** Student may be retained (repeat a grade) in grades K-8, or lose credit for the quarter in grades 9-12. In addition, Bradford Academy has the right to unenroll student if parents have not communicated with the school in a timely manner concerning his/her attendance.
4. **Early Dismissal Policy:** Students are not to be picked up early prior to the end of school day *unless* parent has a valid reason (i.e.: *student is sick, doctor's appointment, etc.*) **Please note:** three early dismissals will be considered one absence. We ask that you please be courteous to this procedure, students are engaged in academic acceleration throughout their entire school day and early dismissals disturb and interrupt class instruction. Therefore, the doors will be locked until students exit the building at dismissal time (HS dismissal time 2:45pm; PreK-8 dismissal time 3:45pm).

- I have read and understand that my student **cannot** attend class if absent 7 or more times, at which I am to call/schedule and attend a mandatory absentee training meeting.
- I have read and understand that Bradford has the right to unenroll my student after 10 or more absences if I have not communicated with the school on a timely basis concerning my student's attendance.
- I have read and understand that I **will not** be able to pick up my child prior to dismissal time unless I have a valid reason.

Parent signature: _____ Date: _____

Student name _____ Grade: _____