

**John Mandracchia-Sawmill Intermediate School**  
**Commack, New York**

**Michelle Tancredi-Zott**  
Principal

**New Highway**  
**Commack, New York 11725**

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August 2021

Dear Parents/Guardians:

In accordance with our Board of Education attendance policy, which recognizes that regular school attendance is a major component of academic success, we will account for student late arrivals and early departures (ATEDs), in addition to student absences, beginning the first marking period.

Excused ATEDs are defined as **Absences, Tardiness, and Early Departures** from class or school due to personal illness or death in the family, impassable roads, inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, **visit to a physician's or dentist's office provided that evidence of attendance is produced**, attendance in school competitions and school-generated obligations.

The instructional day at Mandracchia-Sawmill begins at 8:50a.m. and ends at 3:05p.m. Late arrivals (past 8:55a.m.) and early departures (prior to 2:50p.m.) compromise your child's instructional time and also disrupt the instructional time for all children in the class. Late arrivals and early departures should be reserved for unavoidable and emergency situations only.

All students arriving after 8:55a.m. will receive a late arrival slip at the Security/Reception Desk that will be signed by the nurse and recorded on the students' computerized record of attendance.

A student who is a walker must be on the permanent walker list or we must receive a note from you stating that your child will be picked up as a walker that day. Parents who pick up their children prior to 2:50p.m. will sign the Early Departure Log and complete an Early Departure slip that is forwarded to the classroom teacher for future documentation.

Student absences, early departures and late arrivals will be noted on each student's report card. Consistent with Board policy, "all ATEDs must be accounted for. It is the parents'/guardians' responsibility to notify the school office within one business day of the ATED and to provide a written excuse..."

Your support is appreciated as we address our common goal to promote regular attendance and to maintain a strong, supportive academic program for all students during the full instructional day.

Sincerely,

*Michelle Tancredi-Zott*  
Michelle Tancredi-Zott  
Principal

MTZ/das  
H:MTZLetters/attendance