

**William A. Shine**  
**Great Neck South High School**

341 Lakeville Road  
Great Neck, New York 11020

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(516) 441-4800

Susan Elliott  
Principal

Please note: A translated version of this document is available on the website [www.greatneck.k12.ny.us](http://www.greatneck.k12.ny.us)

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清注意：本文被翻译了成汉语并且在我们的电脑网站可以找到[www.greatneck.k12.ny.us](http://www.greatneck.k12.ny.us)

December 1, 2010

Dear Great Neck South Parent/Guardian:

Our Parent Link System is now being utilized to inform you about important school news events. When you get a call from school, please check your voicemail or e-mail prior to calling us. As part of our ongoing green effort, we have enabled our Parent Link System to provide you with notifications of your child's absences from school. Last year we instituted an automated caller that is generated early in the day and calls you if your child has two or more unexcused class absences by that time (10:10 am, the end of third period). Shortly, we will be implementing the "cut" caller. **Any absence for which no official excuse is documented will result in the assignment of a "cut" at the close of the school day.** You will receive a call and an e-mail message at 7:00 pm if your child has any "cuts" during the day.

The message will state:

*"Hello, this is an attendance call from William A. Shine-Great Neck South High School. Your child was assigned a cut in one or more classes today. Students who cut classes miss valuable class time and will face disciplinary action. Please log into the Campus Parent Portal to see your child's attendance information, and discuss any cuts with your child. If you have questions about a cut, please contact the classroom teacher."*

**If your child is absent from school, please call 441-4815 or e-mail the attendance office at [SHSattendance@greatneck.k12.ny.us](mailto:SHSattendance@greatneck.k12.ny.us).** Please notify us and provide the reason for the child's absence as early in the day as possible. This will keep us informed and avoid a call home.

If a child is leaving school early, please remember that **you must come into the building and sign your child out.** Students who leave school grounds, even with a parent, without first signing out, will receive cuts for any missed classes. Students are expected to remain in school. **Please note that seniors are not permitted to drive off school grounds during the day.** We ask that you avoid making appointments for your child during the school day. We want to be consistent in our message that school is important.

As we institute this caller we will no longer be providing cut slips on a daily basis. **Students and parents have access to the Parent Portal and should check attendance regularly.**

Please keep the following in mind as you view your child's attendance in the Portal: Any attendance event that is shown in a white box is an excused event. An absence is indicated by an A. A late arrival to class is indicated by a T for Tardy. A cut is indicated by an A in a red box. Yellow T's represent unexcused lateness (Tardy) to class.

**It is important that you keep your e-mail address current in our Portal in order to receive e-mail messages from school.** To enter, update or check your e-mail address please view directions on "how to update/change an e-mail address in the Infinite Campus Parent Portal" on the Great Neck South High School website.

Thank you for your cooperation. We are committed to keeping you up-to-date about your child's attendance.

Very truly yours,

Susan Elliott  
Principal