

GREAT NECK SOUTH MIDDLE SCHOOL

349 Lakeville Rd.

Great Neck, New York 11020

516-441-4600

September 16, 2011

Dear Great Neck South Middle School Parents,

In an effort to improve communication between home and school, we will be rolling out our **ParentLink Attendance Caller** shortly. Each of the other Great Neck Secondary schools is using this automated system. This system will call your home when your child is absent from class. The Attendance Caller will run at approximately 10:45 AM. If your child was absent for the entire day and you do not provide verification, your child may receive unexcused absences in all of his or her classes. You will have the option to record an excuse for the absence during the automated call.

You can see your child's attendance record for the current school year on the Parent Portal. Information about the Parent Portal and a link to log into the system are available on the Great Neck Public Schools Website at www.greatneck.k12.ny.us.

If you do not have a Parent Portal log in, if you need help logging in, or have other technical issues, please send an e-mail to infinitecampus@greatneck.k12.ny.us. Be sure to include your full name and a daytime phone number. You will receive a response by e-mail or phone, usually within one business day.

If your child is absent from school with your permission, we ask that you provide us with notification. You can call the attendance office at (516) 441-4616, write a note or send an e-mail to our attendance secretary at arudin@greatneck.k12.ny.us. The information you provide should include the following: Your child's name, the date of the absence, and the specific reason for the absence, which may include: sore throat, a cold, cough, stomach ache, headache, family emergency, etc. Please specify if your child is under a doctor's care and identify the illness, i.e., strep throat, flu, mononucleosis, injury, other. **NOTE:** It is important that we know if your child is running a fever.

If your child is missing classes because of unexcused absences classes, he/she will face disciplinary action. It is important that you speak with your child and find out where he/she was during the period for which he/she was marked absent.

Thank you in advance for your help and cooperation with our new Attendance Caller program.

Sincerely yours,

James R. Welsch, Ed. D.

Principal