

## How to report your Child's Absence

As a reminder, all matters related to student attendance need to be reported to Ms. Orlando by phone at 914-269-5483. It is important to call this phone number to assure that an absence, lateness or early release is properly noted. If you call another line, there is a chance that the attendance clerk may not get the message in a timely manner, resulting in a possible unexcused absence. For your convenience, you may also email Ms. Orlando at [julia.orlando@irvingtonschoools.org](mailto:julia.orlando@irvingtonschoools.org) regarding your child's attendance. You may also read information regarding [attendance](#) which can also be found in the [IHS Student Handbook](#).