

August 14, 2023

Dear KIPP New Jersey Families,

**You are receiving this letter because you have a child who attends a KIPP New Jersey High School. This letter provides important information about changes to our high school attendance and promotion policy that take effect this school year (2023-2024 school year).**

Regular attendance of students in each class and in school in general is critical to ensure students are able to learn and master the academic content and skills required for their grade level. Students should be in school, on time every day, and should not miss more than 10 days of school over the course of the entire school.

In accordance with New Jersey State Law we are enacting an attendance requirement in order for students to earn credit for their classes. **If a student has more than 27 unexcused absences over the course of the 2023-2024 school year, the student will not earn credit for any of their classes.** Students who do not earn course credits will be required to attend summer school (up to 2 courses) and retake classes the following year. In most cases, **not earning credits will result in a student being retained.**

Students are placed in a grade level based on the total number of credits they have earned while in high school in accordance with this table:

Grade Level	Credits
9th	0 - 24.99
10th	25 - 49.99
11th	50 - 84.99
12th	85+

### How Can You Support Your Child?

It is imperative that this school year you communicate with your child's advisor any time your student will be absent. **Families should contact their child's advisor before 8:15 am if their child will be absent or late to school. Families should provide the main office with appropriate documentation when their student is absent.**

In accordance with state law, absences are only deemed **excused** for the following reasons:

- Religious observance pursuant to N.J.A.C. 6A:32-8.3(h);
- A college visit (up to 3 days per school year, only for students in grades 11 and 12);
- "Take Our Children to Work Day" (pursuant to the memo issued by the Commissioner to all districts on April 25, 2017) or other rule issued by the Commissioner;
- Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33);
- The closure of a busing district that prevents a student from having transportation to the receiving school;
- A student's suspension from school.

Documentation for all absences should be provided to the main office. Documentation can be used in an appeal if the student loses their credits as a result of being absent more than 27 days. Absences that occur for the below reasons are deemed **unexcused**, but do not count towards the student being deemed as truant:

- A student's illness. The parent/guardian should provide a written letter from a licensed medical professional within 10 days of the student's return to school
- A student's required attendance in court;
- Family illness or death supported by a written letter from the parent/guardian upon the student's return to school, supported by notification to the school by the student's parent/guardian;
- Examination for a driver's license;
- Necessary medical appointments that cannot be scheduled at a time other than the school day supported by written documentation from the licensed medical professional.

In order to keep abreast of your child's credit status, please access the DeansList Parent Portal at [Deanslist.me](https://deanslist.kippnj.org). If you have not registered, please check your email for the invitation to register with your student's validation code. If you have not received an invitation or don't know your student's validation code, please contact the main office

The full student handbook and attendance policy can be found online on the website for your student's high school (below). Please access and read the policy in full. It is also worth noting that this is the first year that we are enacting this policy, over the next couple of school years the policy will become more strict. In future years, students will not earn credit for any of their classes if they have more than 18 unexcused absences.

**The first day of school is on August 15th (for 9th graders) and August 17th (for 10th through 12th graders).** Attendance is required beginning on the first day of school.

If you have any questions please reach out to the main office at your child's high school.

## **Newark Collegiate Academy**

**P:** 973-624-1622  
**E:** [NCAMainOffice@kippnj.org](mailto:NCAMainOffice@kippnj.org)  
**W:** [kippnj.org/kipp-nca](https://kippnj.org/kipp-nca)

## **Newark Lab High School**

**P:** 973-757-1501  
**E:** [labenrollment@kippnj.org](mailto:labenrollment@kippnj.org)  
**W:** [kippnj.org/kipp-newark-lab-high-school](https://kippnj.org/kipp-newark-lab-high-school)

## **KIPP High School (Camden)**

**P:** 856-263-6235  
**E:** [kcnhsinfo@kippnj.org](mailto:kcnhsinfo@kippnj.org)  
**W:** [kippnj.org/camden-high-school](https://kippnj.org/camden-high-school)