



Christina Monfasani | Principal

Samantha Ramos, AP
6th Grade

Ivelisse Fanas, AP
7th Grade

Jacqueline Incorvaia, AP, IA
8th Grade

Helen Brock, AP
Organization

Attendance and Lateness Policy

September, 2025

Dear Seth Low Parents and Students:

This letter is to serve as formal notification of the expectations of each of your children regarding attendance and lateness. It is our school policy that we expect all students to be present every day school is in session with the exception of illness or extenuating circumstances. Our goal is for each student to have a 95% or higher attendance rate. In order for students to reach 95% they cannot be absent more than 9 days for the entire year. That equates to less than once a month. It is crucial for students to be in school and in class if we expect them to learn the necessary material to successfully meet all standards for their grade.

Additionally, all students are expected to be here at 8:00 AM every day. All students who arrive after 1st period begins (8:05 am) will be marked late and you will be notified immediately. Breakfast is served daily at 7:30 am. Students should not arrive earlier than 7:30 am. Please complete below so we have the most accurate contact information to notify you of your child's progress. We will host several attendance incentive programs to assist your child in this journey.

Sincerely,

Christina Monfasani
Principal

Student Name: _____

Class: _____

Parent Name: _____

Preferred contact number: _____

I understand the attendance and lateness policy.

Student Signature: _____

Parent Signature: _____



Telephone: (718) 236-1344
Fax: (718) 236-2397



Website: sethlowis96.org



Seth Low Intermediate School 96,
99 Avenue P, Brooklyn, NY 11204