



September 29, 2025

Dear Families,

As the school year begins, we want to share key information about attendance and punctuality.

Our school-wide goal is to **maintain 96% attendance this year**. That means students should be present for at least 172 out of 180 school days.

Positive attendance is essential for academic success. Each day in class builds critical skills, supports learning progress, and keeps students connected to their teachers and peers. Missing even a few days can impact understanding and achievement.

Lateness Policy:

Students arriving to their classroom **after 8:05 AM** will be marked late.

- Kindergarten through 5th grade students may enter the building starting at 7:30 AM.
- Pre-K students may enter starting at 8:00 AM.

Arriving on time ensures students don't miss vital instructional minutes at the start of the day, which often include morning routines, foundational lessons, and important announcements. Late arrivals disrupt learning and make it harder for students to settle into the day.

If your child is absent for more than one day due to illness, travel, or other reasons, please contact your child's attendance liaison. If your child sees a doctor, send the note to the liaison or bring a paper copy to the main office. For travel, please share your itinerary.

While we record absences and documentation in the system, please note that there is no "excused absence" designation. All absences are tracked, and documentation helps us maintain accurate records.

You can monitor attendance through your child's NYCSA account. If you need help accessing it, reach out to Ms. Luz Whetstone, our Parent Coordinator.

Let's work together to keep your child's attendance accurate and strong. The list of attendance liaisons by grade and their email addresses is included on the back of this letter for future reference. They can be reached via email, phone, or Class Dojo.

Thank you,

TBBS Attendance Team



Curiosity
Community
Commitment

2025-26 Attendance Outreach			
Grade Level	Attendance Liaison	Email Address	Phone Number
3K	Ms. Suluki	ksuluki@schools.nyc.gov	(929) 336-6593
Pre-Kindergarten	Ms. Suluki	ksuluki@schools.nyc.gov	(929) 336-6593
Kindergarten	Ms. Cooper	scooper27@schools.nyc.gov	(718) 573-2307 ext. 3155
First Grade	Ms. Cooper	scooper27@schools.nyc.gov	(718) 573-2307 ext. 3155
Second Grade	Ms. Morales	amorales17@schools.nyc.gov	(718) 573-2307 ext. 3123
Third Grade	Ms. Morales	amorales17@schools.nyc.gov	(718) 573-2307 ext. 3123
Fourth Grade	Ms. Whetstone	lwhetstone@schools.nyc.gov	(718) 573-2307 ext. 3153
Fifth Grade	Ms. Whetstone	lwhetstone@schools.nyc.gov	(718) 573-2307 ext. 3153