

- ◆ If your child is **ABSENT**, please call the Main Office at 914-725-1543 or email [passalone@edgemont.org](mailto:passalone@edgemont.org) before 10:00 am.
- ◆ If your child is **LATE** to school, call 914-725-1543 or email [passalone@edgemont.org](mailto:passalone@edgemont.org) to let the school know the student will be arriving late. Once the student arrives, he or she should sign in at the main office before proceeding to class.
- ◆ If your child is leaving school **EARLY**, a parent or guardian must sign the student out in the Main Office. The student will then be called out of class. Once the student returns to campus, he or she must first sign back in at the Main Office and then can proceed to class.