Alexander Graham Bell School
P.S. 205Q
75–25 Bell Blvd.
Bayside, New York 11364

"Where Sharing is Caring"

Karen Scott-Piazza, Principal

April 6, 2020

Dear PS 205 Families,

I hope you are well! As we begin our third week with remote learning, I'd like to share an update with you regarding **student attendance**. The NYC DOE is **requiring** all schools to report daily student attendance beginning Monday April 6, 2020.

To ensure we have accurate attendance we have created a new attendance protocol. Students and parents can access the **new Google Attendance Form on our school's website PS205.org**. Students will have to choose their class and name from a pre-populated drop-down menu. Record each day's attendance only ONCE. Younger students will require some assistance.

Please adhere to the following guidelines:

- Students must fill out the attendance form found on the **PS205.org** website on a daily basis, Monday through Friday.
- If you are absent, please notify your teacher.
- Parents should ensure that they have a NYC Schools Account where attendance and report card grades can be accessed. Please reach out to Ms. Lilly Chu if you still need to create your NYC School Account at lchu@schools.nyc.gov.
- Please reach out to Ms. Chu, Ms. Butler at MButler3@schools.nyc.gov or Mr. Blum at Sblum3@schools.nyc.gov with any questions regarding attendance.

Also, please see the Chancellor's letter regarding Spring Break posted on our website. As you may now already know schools will be officially open and attendance should be recorded each day. Teachers will be providing some light activities for students to engage in during this time.

Everyday brings us new things to think about and consider as we continue our battle with COVID-19. Please use every precaution you can to keep you and your loved ones healthy and safe. Please reach out with any questions.

Be Well!

Sincerely,

Karen Scott-Piazza
Principal