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Attendance Information for Parents/Guardians

Connecticut state law requires parents to make sure that their children between the ages of 5 and 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an education loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up schoolwork missed due to a legitimate absence.

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. **When a parent determines that an absence is necessary, parents are requested to call the school at 203-392-3200.** This allows us to check teacher-reported absences against a master list. If we do not receive a phone call and the child is reported absent, a secretary will call the parent/guardian to verify their child's absence.

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school in accordance with Section 10-198b of the Connecticut General Statutes, which defines the following criteria:

- A. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
 - 1. student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
 - 2. student's observance of a religious holiday; death in the student's family or other emergency beyond the control of the student's family;
 - 3. mandated court appearance (additional documentation required);
 - 4. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
 - 5. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

Please access this link for complete explanation of excused and unexcused absences.
http://www.sde.ct.gov/sde/lib/sde/pdf/publications/guidelines_excused_and_unexcused_absences.pdf

After the first nine, any absences *not* due to one of the above reasons are considered unexcused. Section 10-198a of the Connecticut General Statutes define "truant" as a student with four unexcused absences in any one month or ten unexcused absences from school in any school year. Section 10-200 defines "habitual truant" as a student with twenty unexcused absences in one year.

"Our mission is to provide a safe, healthy, and caring environment that maximizes the social, physical and intellectual growth of the young adolescent."