

Date received _____

EXCUSED ABSENCE FORM 5113

East Windsor High School
76 South Main Street
East Windsor, CT 06088
860-623-3361/phone 860-623-7197/fax

Name: _____ Grade: _____ Date: _____

Date of Absence (s): _____

Reason(s) for Absence(s): _____

Documentation attached (if necessary): _____

Signature of Student _____

Signature of Parent / Guardian _____

Signature of School Nurse (if applicable) _____

The student is responsible for:

- Obtaining the appropriate documentation;
- Completing the form;
- Presenting the form to an administrator for their signature;
- The student must get administrative approval within ten (10) days of returning to school.

Administrator Approval _____ Date _____

Not approved: _____ Date _____

Number of Excused Absences to date: _____

Medical Note Received. (See nurse)

ATTENDANCE CALL BOX/EXCUSED ABSENCE DOCUMENTATION

The absence of all students **MUST** be called into the school by a parent. The attendance call box can be reached at 860-623-3361 Ext. 7504. A phone call does not excuse the absence; it notifies the school that your student will not be in attendance.

Excused Absence

A student's absence from school shall be considered "excused" if a written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets 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 to school officials. Such documentation could include a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional as appropriate. Separate documentation must be submitted for each incidence of absenteeism.

In cases of personal family matters or emergencies, school administrators and/or their designees will work with families to obtain appropriate documentation.

A "licensed medical professional" will mean: medical doctor (M.D), doctor of osteopathic medicine (D.O.), advanced practice registered nurse (A.P.R.N.), or Physician's Assistant (P.A.). In addition, a psychiatrist or licensed clinical social worker will be considered a "licensed professional" for purposes of documentation.

- B. Students receive an excused absence for the tenth absences and all absences thereafter, when they are absent from school for the following reasons:
1. Student illness, verified by a licensed medical professional (see above), regardless of the length of the absence.
 2. Students observance of a religious holiday.
 3. Death in the student's family or other emergency beyond the control of the student's family.
 4. Court appearances which are mandated. (Documentation required)
 5. The lack of transportation that is normally provided by the district other than the one the student attends.
 6. Extraordinary educational opportunities pre-approved by district administration and in accordance with Connecticut State Department of Education guidelines

The responsibility for makeup of work lies with the student. Teachers will make work available that was missed during the absence. Unless a student has an extended illness, all makeup privileges must be completed no sooner than 48 hours after their return to school, or within a time equivalent to the length of the absence (Ex: if a student was absent 4 days they would have 4 days after their return to complete missed work).

Unexcused Absence

Unexcused absences are those which do not fall under any of the excused absences. Such absences may also be reflected in the student's final grade, risk of retention, or loss of course credit at the high school.

Absences which are the result of school or district disciplinary action are excluded from the definitions.

Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records. The district will provide attendance information multiple times annually, including but not limited to: progress reports, report cards, and attendance letters. Parents are also encouraged to contact the teachers, guidance counselors and administrators to get help in verifying attendance and attendance records at any time during the year.

The district will work with families to try to resolve attendance or truancy issues. At times, outside agencies, such as the Department of Children and Families or the juvenile court system, may be contacted to further assist the family and district.

Tardiness

Students who are not in class by 7:30 A.M. are considered tardy and must report directly to the office. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant. Students may be subject to disciplinary action including suspension if the principal determines that tardiness is excessive.

Tardy arrivals to school will be addressed. Informational letters will be sent home after 5 and 10 unexcused tardy arrivals. After 10 unexcused tardy arrivals, a meeting will be scheduled with the parent/guardian. Excessive tardy arrivals will require students to serve after school detentions to make up for lost instructional time.

Truancy

A student age five to eighteen inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant. Tests and academic work missed in class that day may be recorded as a zero grade.

The East Windsor Public Schools will work with parents/guardians to address attendance and truancy issues. Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools will file a written complaint with Superior Court Juvenile Matters if the parent fails to cooperate with the school in trying to solve the student's truancy problem.

Information about truancy will also be posted in the annual strategic school profile reports.

Make up work

Parents who wish to request work for students who miss work due to an absence of two days or more, may contact the school's main office. Please allow at least 24 hours for work to be gathered and available at the main office for pick up.