

To the Parents/Guardians of \_\_\_\_\_

As of June 27, 2012, the CT State Board of Education updated the regulations concerning the reporting of excused absences. Please see the reverse side of this letter for these new regulations and definitions.

At this point in time:

1. \_\_\_\_\_ Your child has accumulated 4 unexcused absences for the month of \_\_\_\_\_. Attached are the dates on which your child was absent and there were no explanations for these absences.

2. \_\_\_\_\_ Your child has accumulated 10 unexcused absences in one school year.

When items 2 or 3 occur, your child is considered truant. As stated in the handbook, the policy of the school is to meet the parents in order to review and evaluate the reasons for your child's absences. Continued truancy, by law, must be reported to The Department of Children and Family Services for students under age 11, and/or State of CT Superior Court, Juvenile Matters for students over age 11. Attached are the dates on which your child was absent and there were no explanations for these absences.

3. \_\_\_\_\_ It has come to our attention that your child has been absent for the 6<sup>th</sup> time this year. Please be aware that upon the 10<sup>th</sup> absence, by state mandate, stricter rules apply. The guidelines regarding absences are noted in the student handbook and are included on the back of this notice.

4. \_\_\_\_\_ It has come to our attention that your child has been absent for the 9<sup>th</sup> time this year. Please be aware that upon the 10<sup>th</sup> absence, by state mandate, stricter rules apply. The guidelines regarding absences are noted in the student handbook and are included on the back of this notice.

5. \_\_\_\_\_ Your child has been absent 10 days to date. (At this time it is mandatory that this absence and all future absences for illness be verified by an appropriately licensed medical professional to be deemed excused).

A meeting to discuss this matter has been scheduled for \_\_\_\_\_ at \_\_\_\_\_. Please call the school at 774-9153 and confirm this date and time.

Sincerely,

Al Yanku  
Principal

Heather Tamsin  
Assistant Principal

Sherry MacFarland, RN  
School Nurse

**Connecticut State Board of Education**  
**Definitions of Excused and Unexcused Absences**  
**Adopted June 27, 2012**

The following definitions are for use by CT school districts and schools for the purpose of carrying out the provisions of section 10-198a of the CT General Statutes (Policies and Procedures concerning truants), and for the purpose of reporting truancy, pursuant to subsection (c) of Section 10-220 of the CT General Statutes. The use of these definitions for state purposes does not preclude districts from using separate definitions of excused and unexcused absences for their internal uses (including decisions on promotion/retention, grading and disciplinary action).

**A student is considered to be “in attendance” if present at school for at least half of the regular school day.**

**Excused Absences**

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 or in accordance with Section 10-210 of the CT General Statutes and meets the following criteria:

- A. For absences one through nine, a student’s absences from school are considered excused when the student’s parents/guardian approves such absence and submits appropriate documentation; and
- B. For the tenth ( 10 ) 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;
  - 3. death in the student’s family or other emergency beyond the control of the student’s family;
  - 4. mandated court appearances (additional documentation required);
  - 5. 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
  - 6. extraordinary educational opportunities pre-approved by district administrators and in accordance with CT State Department of Education guidance.

**Unexcused Absences**

A student’s absence from school shall be considered unexcused unless they meet one of the following criteria:

- A. the absence meets the definition for an excused absence (including documentation requirements); or
- B. the absence meets the definition of disciplinary absence. (absences that are the result of school or district disciplinary excluded from these definitions)