

STAFFORD PUBLIC SCHOOLS
Stafford Springs, Connecticut

ACKNOWLEDGEMENT OF OPTION TO EXEMPT ATTENDANCE
OF CHILD FIVE OR SIX YEARS OF AGE FROM SCHOOL

Pursuant to Section 10-184 of the Connecticut General Statutes

I, _____, of _____,
Name of Parent, Guardian or Other Address

The parent, guardian or other person charged with the care of the following minor child

_____, of _____, who was
Name of Child Address

born on _____, do hereby choose not to send my child to public
Date

school during the _____ school year.
School Year

Furthermore, before signing this form, a representative of the _____
Name of District

school district met with me and provided me with information concerning the educational
opportunities and school accommodations available in the school system.

ACKNOWLEDGED BY:

Signature of Parent, Guardian or Other

Date



Stafford Public Schools

Office of the Superintendent of Schools

16 Levinthal Run
Stafford Springs, CT 06076
Tel. 860.684.2208 · Fax 860.684.5172
www .stafford.k12.ct.us

Steven A. Moccio
Superintendent of Schools

Purpose

If student attendance data is monitored and communicated with families in a consistent districtwide manner that includes interventions and supports, then we will reduce the rates of student chronic absenteeism and truancy resulting in increased student achievement.

BuildingBased Attendance Team Responsibilities

- Monitor student attendance rates and address chronic absenteeism and truancy concerns
- Ensure communication to parents/guardians related to attendance concerns
- Recommend and monitor interventions (parent meetings, referrals to community agencies, school counseling supports, etc.)
- Document letters sent to families by including in PowerSchool Attendance Log and student's cumulative file

Team Members

Members of the attendance teams may include, but are not limited to, the following: school secretary responsible for attendance, nurse, administrator, school counselor, pupil services representative, and regular education representative.

Truancy

First letter (Warning Letter) - to be sent when a student has 2 or more unexcused absences in a month or 5 unexcused absences in a school year

Second letter (Truancy Notification) - to be sent when a student has 4 unexcused absences in a month or 10 unexcused absences in a year. A copy of this letter should be sent to the Superintendent of Schools.

Parent Meeting - scheduled for any family with a student identified as truant no later than ten (10) school days after the student is identified.

Chronic Absenteeism

Notification Letter (Chronic Absenteeism Notification) - to be sent monthly starting after the first 30 days of school when a student has excused or unexcused absences equaling or exceeding 10% of the school year total (ex. 3 absences after 30 days of school).

Additional letters - parents and families will continue to receive letters on a monthly basis should the student be absent for 10% or more of the school days completed.

Practices and Procedures must follow **Stafford Board of Education Policy and Regulation 5110.**

Stafford Public Schools

Attendance /Truancy

Monitoring Procedure

1. Absences 1-9 (Level 1)

- Parents receive notification in handbook and/or letter regarding attendance and truancy.
- Students can be excused for (9) absences from school with any of the following forms of written notification:
 - o Signed note from a parent/guardian
 - o Signed note from administrator, or designee, who spoke with the parent/guardian by phone
 - o Signed note from school nurse or licensed medical professional
- If the parent does not call or provide written documentation within 10 days, it will be considered an unexcused absence.
- The following communications will be sent:
 - o Warning Letter- sent if a student accumulates
 - Five (5) *total* absences in a year
 - Either two (2) unexcused absences in a month or five (5) unexcused absences for a year
 - o Truancy Notification Letter- sent if a student accumulates four (4) unexcused absences in a month or ten (10) unexcused absences for a year
 - o Chronic Absenteeism Letter - sent if a student accumulates excused or unexcused absences equaling or exceeding 10% of the school year total (after the first 30 days of school)
- Parent meeting to be held for any student identified as truant within ten (10) school days of identification.

2. Absences 10+ (Level 2)

- A letter will be sent when the student accumulates nine (9) total absences notifying parents/guardians they have reached the state threshold.
- Future absences will be entered as unexcused and changed to excused upon receipt of acceptable written documentation. A phone call from parents is appreciated, but not acceptable as documentation of absences.
- The principal, or designee, will contact parents/guardians and notify them of the following:
 - o All future absences will require proper documentation per BOE Policy and Regulation 5110, CT-PA 15-225, and CGS 10-198a.
 - o Four (4) unexcused absences in a month or ten (10) unexcused absences in a year will result in the consideration of a referral to special education or Section 504 by the school team.
- The following communications will be sent:
 - o Warning Letter- sent if a student accumulates two (2) unexcused absences in a month or five (5) unexcused absences for a year
 - o Truancy Notification Letter- sent if a student accumulates four (4) unexcused absences in a month or ten (10) unexcused absences for a year
 - o Chronic Absenteeism Letter - sent if a student accumulates excused or unexcused absences equaling or exceeding 10% of the school year total (after the first 30 days of school)
- A parent meeting will be arranged to determine support for students meeting truancy thresholds.



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September 5, 2018

Parents and Guardians:

Attendance at school provides students with the ability to have positive experiences within an environment that is supportive and nurturing as they develop the skills and attitudes for future success. In an effort to decrease student absences, new protocols have been developed to ensure all schools are communicating student attendance at specific intervals as it relates to State guidelines, truancy, and chronic absenteeism. This letter is to identify how unexcused absences affect a student being designated as truant and how the total number of student absences in a year affect a student being considered chronically absent.

Truancy

The State of Connecticut guidelines specifically delineate the difference between excused and unexcused absences. Student absences are broken down into two (2) levels and largely depend on submission of appropriate documentation to the school. The first level applies to the first nine (9) absences, which may be considered excused if written documentation from a parent or guardian is submitted within ten school days of the student's return to school. For the tenth and subsequent absences, only those that meet the State of Connecticut guideline may be considered excused. Please see the chart on the reverse side of this page for the complete listing of reasons, as well as community resources.

The accumulation of unexcused absences should be closely monitored by both parents and district personnel as the number of unexcused absences is utilized in determining truancy of students. Please be advised that perstate regulations, **a student that accumulates four unexcused absences in a month, or ten unexcused absences in a year, is considered truant from school.**

Chronic Absenteeism

While truancy relates solely to unexcused absences, chronic absenteeism is defined as the combined total number of excused and unexcused absences in a school year. The State of Connecticut designates students **chronically absent when the total number of absences equals or exceeds 10% of the days school has been in session (ex. 5 absences in 50 school days).**

I am hopeful that through increased communication regarding truancy and chronic absenteeism, student absences can be minimized and student achievement will increase **as we** partner to better prepare our students for their future.

Sincerely,

Steven A. Moccio
Superintendent of Schools

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten (10) school days of the student's return to school or, in accordance with the State of Connecticut guidelines, meets the following criteria:

Please read the state criteria below:

Total Days Absent	Acceptable Reasons for a Student Absence to be Considered Excused	Documentation Required within 10 Days
Level 1 1-9	Any reason that the student's parent or guardian approves.	Parent/guardian written communication
Level 2 10 and above	<ul style="list-style-type: none"> • Student illness (<i>Important: to be deemed excused, an appropriately licensed medical professional <u>must</u> verify all student illness absences, regardless of the absence length.</i>) • Student's observance of a religious holiday. • Death in the family or other emergency beyond family's control. • Mandated court appearances (additional documentation required). • Lack of transportation normally provided by district other than the one the student attends (parental documentation <u>not</u> required). • Extraordinary educational opportunities <u>pre-approved</u> by district administrators. (Opportunities must meet certain criteria as defined by the state. Please see school administration for details. Family vacations do <u>not</u> meet these criteria.) 	Additional documentation requirements noted with each specific reason

Reference: <https://portal.ct.gov/SDE/Truancy/Truancy>

Community Resources

Stafford Family Services

Provides Individual, Therapy, Family Therapy, and Substance Abuse Treatment
 21 Hyde Park Road, Stafford Springs, CT 06076
[http:// www.staffordct .org/ family.php](http://www.staffordct.org/family.php)
 (860) 684-4239

Community Health Resources (CHR)

Provides Individual, Therapy, Family Therapy, and Substance Abuse Treatment, Intensive In-Home Services
 153 Hazard Avenue, Enfield, CT 06082 444 Center Street, Manchester, CT 06040
 All referrals must go through the Assessment Center at (860) 253-5020.

Community Health Center (CHC)

Provides Individual Counseling and Family Therapy
 To make a referral, go to www.sbhcl.com
 Office Location outside of school: 5 North Main Street, Enfield, CT 06082
 (860) 253-9024