



# 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

### MEMO

To: All Employees  
From: Steven A. Moccio, Superintendent of Schools  
Date: August 25, 2021  
Subject: Absence Reporting Procedures for All Staff

The district will continue to use the same absence reporting procedures that were utilized last school year. **As a reminder, ALL staff should use this system to report absences.** The voicemail system is available 24 hours a day, 7 days a week, which has increased accessibility and provides a convenient mechanism for staff to give advance notice of requests for coverage. Please follow the procedure detailed below to report an absence.

Thank you in advance for your cooperation and attention to this matter.

**Absence Reporting Line for All Staff: (860) 851-8320**

**All** staff absences must be reported via the Absence Reporting Line. Staff members are encouraged to leave a voicemail message as far in advance as possible to allow the secretaries adequate time to secure coverage. Staff members will be prompted to select a school, as follows:

- 1= Stafford High School
- 2= Stafford Middle School
- 3= Stafford Elementary School
- 4= West Stafford School
- 6= Custodial and Food Service Depts.

Staff members will then be asked to provide the following information:

- Name
- Date and duration of absence
- Reason for absence (Sick, Personal, Professional Day, etc.)
- Any other pertinent information the secretary may find helpful