

Roger Ludlowe Middle School

**NOTIFICATION OF EXTENDED STUDENT ABSENCE**

Student's Name: \_\_\_\_\_ Grade/HR \_\_\_\_\_

I am requesting the release of my son/daughter from classes for \_\_\_\_\_ school days beginning \_\_\_\_\_ and ending \_\_\_\_\_.

The reason for this request is: \_\_\_\_\_

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Parents please note the Connecticut State Board of Education attendance policy below:

*Under CSBOE policy, a student is "in attendance" if present at his/her assigned school or an activity sponsored by the school, for at least half of the regular school day. A student who does not meet the definition of "in attendance" is absent. Under the newly adopted definition of an excused absence, **student absences one through nine in a given school year are excused** under the following circumstances: 1) the student's parent/guardian approves such absence and submits appropriate written documentation within ten school days of the student's return to school. Such documentation must be submitted for each incidence of absenteeism and include either a signed note from a student's parent/guardian explaining the nature of and reason for the absence and the length of the absence, 2) a signed note from a school official that spoke in person with a parent/guardian about the absence or 3) a note confirming the absence by the school nurse or by a licensed medical professional.*

**Fairfield Board of Education policy for excused absences** - For absences one through nine, an absence shall be considered "excused" when a child does not attend school and appropriate documentation is provided by the student's parent/guardian approving the absence due to: illness or injury, death in the immediate family, religious obligation, court appearance, school sponsored activity, lack of transportation that is normally provided by a district other than the one the student attends (this reason does not require documentation), an emergency or other exceptional circumstances, and extraordinary educational opportunities pre-approved by a District Administrator in accordance with SDE guidelines. Written excuse for such absence should be submitted to school officials by the child's parent/guardian. **All other absences with or without written explanation shall be considered unexcused.**

For a student's **tenth absence and all absences over ten in a given school year**, an absence will be excused for the following reasons: for illness (only with documentation from a licensed medical professional for each day of the absence), for observance of a religious holiday, death in the student's family or other emergency beyond the control of the student's family, mandated court appearances (with written documentation), extraordinary educational opportunities (pre-approved by school administration in accordance with CSBOE guidance), and in the event of lack of transportation that is normally provided by a district other than the one the student attends.

**Fairfield Board of Education policy** - For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons: student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of absence), student's observance of a religious holiday, death in the student's family or other emergency beyond the control of the student's family, mandated court appearances (documentation required), the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required), extraordinary educational opportunities pre-approved by District Administration and to be in accordance with Connecticut State Department of Education guidance.

A student's absence from school shall be considered **unexcused** unless: The absence meets the definition of an excused absence and meets the documentation requirements; or The absence meets the definition of a disciplinary absence, which is the result of the school or District disciplinary action and are excluded from these State Board of Education approved definitions.

**Please note that it is each parent/guardian's responsibility to provide RLMS with the required documentation. As stated above, a note from a parent/guardian is no longer sufficient after nine absences. Should documentation not be received, your child's undocumented absences will be recorded as unexcused. \*\*Should your child accumulate four unexcused absences in one month or a total of ten unexcused absences in a given school year, RLMS is required to report your child as truant under the current Families with Service Needs statute. This is a very serious matter for your child and your family.**

**Please sign below that you read the above policy and are fully aware of the policies for excused and unexcused absences and that your daughter/son must assume primary responsibility for keeping up with schoolwork during this period of voluntary absence. It is his/her responsibility to notify teachers in advance, although it may not be possible for the professional staff to accommodate assignment requests for students whose absence is due to parental choice. You further understand that classroom activities such as videos, labs, class discussions and speakers cannot be duplicated.**

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Signature of parent/guardian

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Date