

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: _____

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 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 or 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.*

*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 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.*

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.

I read the above policy and am fully aware that my 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. I further understand that classroom activities such as films, labs, class discussions, and speakers cannot be duplicated.

Signature of parent/guardian

Date