



MONROE PUBLIC SCHOOLS
— MONROE, CONNECTICUT —

Fawn Hollow Elementary School
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Monroe, CT 06468
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Rebecca Kosisko
Principal
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Dear Parents/Guardians,

According to state legislation, schools may excuse the first nine absences for a student if a parent communicates with the school. Parents may excuse their children for any reason within the first nine days. In order for any absence to be excused, all absences must be accompanied by a signed note within 10 days (even if a call is made to the attendance line). Emails will no longer be accepted as a signed note as the State considers this communication less secure. Absences without a note would be marked unexcused.

Beginning with absence ten, state regulations allow schools to excuse student absences only for specific reasons and only after the school receives the required documentation (see table below).

Level	Total # of Days Absent*	Acceptable Reason for a Student Absence to be Considered Excused	Documentation Required within 10 Days
1	One through nine	Any reason that the student’s parent or guardian approves.	Parent or guardian note only.
2	10 and above	<ul style="list-style-type: none"> • Student illness (note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence’s length) • 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 (additional documentation required) • The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason) • Extraordinary educational opportunities pre-approved by district administrators. 	Parent or guardian note and in some cases additional documentation.

*Note: the total number of days absent includes both excused and unexcused absences.

Also, note:

- Truancy involves a child who has four unexcused absences in a month, or ten unexcused absences in a school year.
- There are criteria for extraordinary educational opportunity as excused absence, and requests can be made in writing, and must be approved by the school administrator in advance. It is strongly encouraged that parents read the guidelines and meet with the principal prior to committing to lengthy absences. Approval is given on a case-by-case basis. The state notes that *family vacations do not qualify as extraordinary educational opportunities*.
- Students who have more than six unexcused absences are recommended by the State to be referred to a community agency to assist family needs.
- The law further states that students who have four unexcused absences in a month or ten unexcused absences in a year will be referred to a community agency capable of supporting students. A Family With Service Needs referral is required.

Your child's attendance report is available in Power School. If after reviewing their report you have questions, please contact us at your convenience.

Sincerely,

Mrs. Rebecca Kosisko
Principal