

Students

Student Attendance and Truancy

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

In addition, the Board of Education takes seriously the issue of chronic absenteeism. To address this issue, the Board of Education, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

Legal References:

Connecticut General Statutes §10-220

Connecticut General Statutes §10-184

Connecticut General Statutes §10-186

Connecticut General Statutes §10-198a

Public Act 15-225, “An Act Concerning Chronic Absenteeism”

Guidelines for Reporting Student Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)

Connecticut State Department of Education Circular Letter C-2, *Utilizing Local Support Resources Prior to Referral of Students for Family with Service Needs* (August 4, 2009)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

Policy adopted: 12/20/05

Policy revised: 11/27/07

Policy revised: 2/14/12

Policy revised: 12/11/12

Policy revised: 5/10/16

NORWICH PUBLIC SCHOOLS

Norwich, Connecticut

**ADMINISTRATIVE REGULATIONS REGARDING ATTENDANCE, TRUANCY
AND CHRONIC ABSENTEEISM**

I. Attendance and Truancy

A. Definitions for Section I

1. "Absence"-any day during which a student is not considered "in attendance" at his/her assigned school, or on a school sponsored activity (e.g. field trip), for at least one half of the school day.
2. "Disciplinary absence" - Any absence as a result of school or district disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused for attendance and truancy purposes.
3. "Educational evaluation" - for purposes of this policy, an educational evaluation is an assessment of a student's educational development, which, based upon the student's presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.
4. "Excused absence" - a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student's return to school, or if the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the following criteria are met:
 - a. Any absence before the student's 10th absence, is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.
 - b. For the student's 10th absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:
 - i. student illness (verified by an appropriately licensed Medical professional);
 - ii. religious holidays;
 - iii. mandated court appearances (documentation required);

- iv. funeral or death in the family, or other emergency beyond the control of the student's family;
 - v. extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;
 - vi. lack of transportation that is normally provided by a district other than the one the student attends.
- c. A student, age five to eighteen, whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student's parent or legal guardian with respect to the parent's leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to his or her return to school.
- 5. "In Attendance"-any day during which a student is not considered absent from his/her assigned school, or from an activity sponsored by the school (e.g. field trip), for at least one half of the school day.
 - 6. "Student"-a student enrolled in the Norwich Public Schools.
 - 7. "Truant"-any student **five (5) to eighteen (18)** years of age, inclusive, who has **four (4)** unexcused absences from school in any one month or **ten (10)** unexcused absences from school in any school year.
 - 8. "Unexcused absence"-any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence.

The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

B. Written Documentation Requirements for Absences

- 1. Written documentation must be submitted for each incidence of absence within then (10) school days of the student's return to school. An incidence of absence is considered consecutive days of absence.

2. The first nine (9) days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.
3. For the student's 10th absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:
 - a. student illness:
 - (1) signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date; or
 - (2) signed note from school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation.
 - b. religious holidays: none.
 - c. mandated court appearances:
 - (1) a police summons;
 - (2) a subpoena;
 - (3) a notice to appear;
 - (4) a signed note from a court official; or
 - (5) other official, written documentation of the legal requirement to appear in court.
 - d. funeral or death in the family, or other emergency beyond the control of the student's family: written documentation must explain the nature of the emergency.
 - e. extraordinary education opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.
 - f. lack of transportation that is normally provided by a district other than the one the student attends: none

4. Neither e-mail nor text message shall serve to satisfy the requirements of written documentation. In rare and extraordinary circumstances, a building administrator may, in his/her own discretion, accept the delivery of written documentation through a scanned copy sent by e-mail.
5. The Norwich Public Schools reserves the right to randomly audit written documentation received, through telephone and other methods of communication, to determine its authenticity.
6. Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at his/her own discretion, grant up to a five (5) school day extension for provision of the completed documentation.

C. Extraordinary Educational Opportunities

1. To qualify as an extraordinary educational opportunity, the opportunity must:
 - a. be educational in nature and must have a learning objective related to the student's course work or plan of study;
 - b. be an opportunity not ordinarily available for this exemption;
 - c. be grade and developmentally appropriate; and
 - d. include content that is highly relevant to the student; while some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to a smaller group of students.
2. Family vacations do not qualify as extraordinary educational opportunities.
3. All request for approval of extraordinary educational opportunities must:
 - a. be submitted to the building principal in writing prior to the opportunity, but no later than ten (10) school days prior to the opportunity except in exceptional circumstances at the discretion of the building administrator;
 - b. contain the signatures of both the parent/guardian and the student;
 - c. include an outline of the learning objective of the opportunity and include detail as to how the objective is linked to the student's coursework or plan of study; and

- d. include additional documentation, where available, about the opportunity.
4. The building principal shall provide a response in writing and include the following:
 - a. either approval or denial of the request;
 - b. brief reason for any denial;
 - c. any requirements placed upon the student as a condition of approval;
 - d. the specific days approved as excused absences for the opportunity;
 - e. the understanding that the building administrator may withdraw its approval if the opportunity is canceled or the student fails to meet the agreed-upon requirements of the approval.
5. All decision of the building principal relating to extraordinary educational opportunities shall be final.
6. Students who are granted excusal from school to participate in extraordinary educational opportunities are expected to share their experiences with other students and/or school staff when they return.
7. Approval for an extraordinary educational opportunity is determined on a case-by-case basis and the analysis of individualized factors. An opportunity approved for one student may not be approved for another.

D. Truancy Exceptions:

1. A student **five (5) or six (6) years of age** shall not be considered truant if the parent or person having control over such student has appeared personally at the school district office and exercised the option of not sending the child to school at five (5) or six (6) years of age.
2. A student **seventeen (17) years of age** shall not be considered truant if the parent or person having control over such student consents to such student's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the district provided the parent (or person having control of the child) with information on the educational options available in the school system and community.
3. If the parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant".

E. Readmission to School Following Voluntary Withdrawal

1. Except as noted in paragraph 2 below, if a student voluntarily withdraws from school (in accordance with Section D.2, above) and subsequently seeks readmission, the Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student's withdrawal from school.
2. If a student who has voluntarily withdrawn from school (in accordance with Section D.2, above) seeks readmission within ten (10) school days of his/her withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.

F. Determination of Whether a Student is "In Attendance":

1. A student serving an out of school suspension or expulsion shall be reported as absent unless he or she receives an alternative educational program for at least one half of the regular school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.
2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered "in attendance."
3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being "in attendance" for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate by the administration so as to ensure that the student is able to successfully return to the regular classroom setting.

G. Procedures for students in grades K-8*

1. Notification
 - a. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student enrolled in grades K - 8 in writing of the obligations pursuant to Conn. Gen. Stat. §10-184 to assure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the Norwich Public Schools.

- b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall obtain from the parent or other person having control of the student in grades K-8 a telephone number or other means of contacting such parent or other person during the school day.

2. Monitoring

Each school shall implement a system of monitoring individual unexcused absences of students in grades K-8. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building principal [or his/her designee] shall make a reasonable effort to notify the parent or other person having control of such student by telephone and by mail of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. [Reasonable efforts shall include two (2) attempts to reach the parent or other person at the telephone number provided by the parent or other person. Such attempts shall be recorded on a form provided by the Superintendent.] Mailed notice of the student's absence shall include a warning that two unexcused absences from school in a month or five unexcused absences in a school year may result in a complaint filed with the Superior Court pursuant to section 46b-149 of the Connecticut General Statutes alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs. Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

[*Note: State law mandates notification and monitoring only with regard to students in grades K-8. Boards of Education are free, however, to extend the application of monitoring and intervention procedures to students at all grade levels.]

H. Procedures applicable to students ages five (5) to eighteen (18)

1. Intervention

- a. When a student is truant, the building principal or his/her designee shall schedule a meeting with the parent (or other person having control of such student) and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than ten (10) days after the student becomes truant. The district shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise is non responsive, that fact shall also be

documented and the meeting shall proceed with school personnel in attendance.

- b. When a student is truant, the Superintendent or his/her designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The district shall document efforts to contact and include families and to provide early intervention in truancy matters.
- c. If the parent or other person having control of a student who is truant fails to attend the meeting held pursuant to subsection a., above, or otherwise fails to cooperate with the school in attempting to solve the truancy problem, the Superintendent shall file, within fifteen calendar days of such failure to attend the meeting or other failure to cooperate with the school in attempting to solve the truancy problem, for such truant a written complaint with the Superior Court pursuant to Conn. Gen. Stat. § 46b - 149 alleging the belief that the acts or omissions of the truant are such that his/her family is a family with service needs.
- d. In addition to the procedures specified in subsections a through c above, a regular education student who is experiencing attendance problems should be referred to the building Child Study Team [or other appropriate school based team] to consider the need for additional interventions and/or assistance. The Team will also consider whether the student should be referred to a planning and placement team (“PPT”) meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems should be referred to a PPT meeting for program review.
- e. If a family with service needs (“FWSN”) petition is filed and the court orders an educational evaluation of the student, the district shall conduct an appropriate educational evaluation if no such evaluation has been performed within the preceding year.
 - i. For a regular education student, the educational evaluation will be conducted or arranged for by appropriate school personnel and coordinated through the Child Study Team [or other appropriate school based team]. Upon completion of the evaluation of a regular education student, the Child Study Team [or other appropriate school based team] shall review the evaluations and make appropriate recommendations for alternative procedures, programs or interventions. Such recommendations may include a referral of the student for further evaluation and/or consideration for special education eligibility.

- ii. In the case of a student who requires or may require special education and related services, the district shall convene a PPT to determine what evaluations may be appropriate to assess any specific areas of concern. The PPT shall reconvene to review the evaluations and make appropriate recommendations regarding the student's need for special education services and the need, if any, to write and/or revise the student's individualized education program ("IEP").

I. Attendance Records

All attendance records developed by the Board shall include the individual student's state-assigned student identifier (SASID).

II. Chronic Absenteeism

A. Definitions for Section II

1. "Chronically absent child" - a child who is enrolled in a school under the jurisdiction of the Norwich Board of Education and whose total number of absences at any time during a school year is equal to or greater than ten percent (10%) of the total number of days that such student has been enrolled at such school during such school year;
2. "Absence" - (a) an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to section 10-198b of the general statutes and these administrative regulations, or (b) an in-school suspension, as defined in section 10-233a of the general statutes, that is greater than or equal to one-half of a school day;
3. "District chronic absenteeism rate" - the total number of chronically absent children under the jurisdiction of the Norwich Board of Education in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year; and
4. "School chronic absenteeism rate" - the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

B. Establishment of Attendance Review Teams

If the Norwich Board of Education has a district chronic absenteeism rate of ten percent (10%) or higher, it shall establish an attendance review team for the school district.

If a school under the jurisdiction of the Norwich Board of Education has a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for that school.

If the Norwich Board of Education has more than one school with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

If the Norwich Board of Education has a district chronic absenteeism rate of ten percent (10%) or higher and one or more schools with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

C. Composition and Role of Attendance Review Teams

Any attendance review team established under these regulations may include school administrators, guidance counselors, school social workers, teachers, representatives from community-based programs who address issues related to student attendance by providing programs and services to truants, and chronically absent children and their parents or guardians.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

D. State Chronic Absenteeism Prevention and Intervention Plan

The Norwich Board of Education and its attendance review teams, if any, will consider any chronic absenteeism prevention and intervention plan developed by the State Department of Education.

III. Reports to the State Regarding Truancy Data

Annually, each local and regional board of education shall include information regarding the number of truants and chronically absent children in the strategic school profile report for each school under its jurisdiction and for the school district as a whole submitted to the Commissioner of Education. Measures of truancy include the type of data that is required to be collected by the Department of Education regarding attendance and unexcused absences in order for the department to comply with federal reporting requirements and the actions taken by the board of education to reduce truancy in the school district.

Regulation approved: 12/20/05
Regulation revised: 11/27/07
Regulation revised: 2/14/12
Regulation revised: 12/11/12
Regulation revised: 5/10/16

NORWICH PUBLIC SCHOOLS
Norwich, Connecticut

Norwich Public Schools
 NORWICH SCHOOL HEALTH

HEALTH REASONS FOR EXCLUSION FROM SCHOOL

Acute Gastroenteritis	Vomiting-2 or more times during the previous 24 hours. Diarrhea-2 or more times during the previous 24 hours or if the stool cannot be contained by toilet use or diapers.
Conjunctivitis (Pink Eye)	Exclusion until 24 hours after the start of medication therapy.
Constant Cough	If a student coughs constantly and disruptively, he/she should be at home until the cough is controllable.
Erthema Infectiosum (Fifth Disease)	NO EXCLUSION.
Fever	100 degrees or greater, student to remain at home until he/she has 24 hours of no fever (afebrile).
Hepatitis A	Exclusion 1 week after onset of illness and/or resolution of jaundice (yellow skin color). Physician note required for school re-entry.
Hepatitis B (ex. Biting)	NO EXCLUSION unless unusually aggressive behavior is present.
Hepatitis C (ex. Biting)	NO EXCLUSION unless unusually aggressive behavior is present.
Herpes Simplex (Oral, cold sores, fever blisters)	NO EXCLUSION
Herpes Zoster (Varicella-Zoster, Shingles)	NO EXCLUSION, areas are to be covered. If areas unable to be covered, exclusion 7 days after onset of rash or until all areas have crusted.
Impetigo	Exclusion until 24 hours after the start of medication therapy and until purulent drainage can be controlled.
Measles (Rubeola)	Exclusion 7 days after onset of rash. Not from physician or school nurse before re-entry.
Mononucleosis	Primary care physician to determine if exclusion necessary for health and convalescence of individual student. Physician note required for activity limitations at school.

Mumps	Exclusion until 9 days after onset of Parotitis (inflammation and swelling of parotid gland). Physician note required for re-entry to school.
Pediculosis (Head Lice)	Exclusion until after treatment and nit (egg) free. Parent/adult must accompany student to school for re-entry. The school nurse must examine the student before school re-entry.
Pertussis (Whooping Cough)	Exclusion 3 weeks after onset of disease or 5 days after start of medication. Physician note required for re-entry to school.
Rubella (German Measles)	Exclusion 7 days after onset of rash. Physician note or exam by school nurse required for school re-entry.
Scabies	Exclusion until treatment (usually 24 hours).
Scarlet Fever (Scarletina)	Exclusion until 24 hours after start of medication.
Streptococcal Pharyngitis (Strep. Throat)	Exclusion 24 hours after start of medication.
Tinea Corporis (Ring Worm)	Areas must be covered during school hours. Exclusion until 24 hours after start of medication. No contact sports (e.g., wrestling) until cleared.
Tinea Capitis (Ring Worm of head/scalp)	Exclusion until 24 hours after start of medication.
Tuberculosis (Active)	Exclusion until primary care physician and/or health director state that student is non-infectious.
Tuberculosis (Contact)	NO EXCLUSION. Situation will be re-evaluated if student does not follow through the diagnostic procedures and prophylaxis, if ordered.
Varicella (Chicken Pox)	Exclusion 7 days after onset of rash and/or until all areas have crusted. Physician note or exam by school nurse required for school re-entry. If treated with Zovirax (Acyclovir), physician note required for re-entry stating that Zovirax was ordered.

**** REVIEWED AND REVISED AS NEEDED WITH MEDICAL ADVISORS ****

ATTENDANCE PROCEDURE

*Please note: Each step should be documented on the form provided to all administrators, teachers, nurses, social workers/counselors and secretaries. The form is necessary for documentation if a referral to community services is needed. If the problem is resolved, the student is moving, or at the end of the year, these forms will be placed in the student's cumulative file. After the first attempts to contact the parent/guardian and their results are documented, the form is passed to the next person involved in the next step as follows:

THE STUDENT IS ABSENT

The parent contacts the school or sends a note, or does not do either. The school will designate a person to be responsible to call home to those parents who have not called in to the school that morning.

STEP ONE

The administrator or designee determines if each absence is excused or unexcused (per NPS policy), and this is logged onto the SIS. For excused absences, the person entering the information into the computer will also need to include a code for the reason given for the absence by the parent. The teachers are responsible for monthly monitoring their students' attendance. When a student has reached ***TWO UNEXCUSED ABSENCES IN A MONTH, A TOTAL OF FIVE UNEXCUSED ABSENCES, OR FIFTEEN EXCUSED ABSENCES***, the teacher will make a parent contact (i.e. Completed phone call, phone message or letter). The teacher will send home a copy of the Student Detail Report from the SIS and a copy of the NPS attendance policy. If a letter is sent, a copy of the letter must be attached to the attendance form prior to forwarding it to the next person.

If the teacher believes that the absences may be related to educational concerns or that the student may be in need of academic or emotional support services, a Student Study Team Meeting (for regular education students) may be convened. A Planning and Placement Team meeting will be convened if necessary for special education students as determined by the student's case manager or mainstream teacher.

STEP TWO

After the teacher completes his/her intervention, the teacher forwards the forms with his/her documented attempt or completed contact with the parent to the administrator.

At this time it is suggested that the administrator meet with the parent to discuss the reason for the attendance problem and to encourage regular, timely attendance. Should this occur, it should be documented. The teacher's and administrator's documented intervention should be forwarded to the school counselor/social worker. However:

STEP THREE

After ***FIFTEEN(15) DAYS OF EXCUSED*** absences, the teacher should consult with the nurse to see if there is an underlying medical disorder that might explain the absences. The nurse should document whether the absences can or cannot be explained by an underlying illness by completing the attendance form. Information can be requested from the student's doctor with permission from the parents to substantiate an underlying illness. A 504 meeting can be held to discuss missed instructional time due to health concerns. If the physician indicates that the illness or injury will lead to missed days in excess of two weeks, a meeting regarding homebound tutoring should be considered.

TRUANT

If the student accumulates ***FOUR UNEXCUSED ABSENCES IN ONE MONTH OR TEN IN ONE YEAR***, a parent meeting with the administrator **MUST** be scheduled within ten days of the last unexcused absence to review and evaluate the reasons for the student's being a truant. Should a parent or other person having control of such child decline to attend the meeting, that fact shall be documented and the meeting shall be held and documented in SIS. The information is then forwarded to the social worker/counselor to determine if a referral to community services should be made.

**ATTENDANCE PROCEDURE DOCUMENTATION FORM
TEACHERS AND ADMINISTRATORS**

Student Name		School	
Homeroom Teacher		Grade	

Attempt #1:

Staff member making contact	Name of person whom you attempted to contact	Method	Date	Outcome Check all that apply
				<input type="checkbox"/> Left phone message <input type="checkbox"/> Contact made <input type="checkbox"/> Sent Letter <input type="checkbox"/> Parent/teacher meeting <i>Parent response:</i> <input type="checkbox"/> Favorable outcome expected <input type="checkbox"/> Unable to resolve

Attempt #2:

Staff member making contact	Name of person whom you attempted to contact	Method	Date	Outcome Check all that apply
				<input type="checkbox"/> Left phone message <input type="checkbox"/> Contact made <input type="checkbox"/> Sent Letter <input type="checkbox"/> Parent/teacher meeting <i>Parent response:</i> <input type="checkbox"/> Favorable outcome expected <input type="checkbox"/> Unable to resolve

If unresolved, please document date of intervention chosen:

After five unexcused absences, referred to administrator.

After 15 excused absences referred to school nurse.

Administrator referral to social worker/counselor.

504, SST or PPT meeting scheduled for another, possibly related, issue: Attendance will be reviewed as a part of the meeting agenda.

Other: _____

**ATTENDANCE PROCEDURE DOCUMENTATION FORM
TEACHERS AND ADMINISTRATORS**

Student Name		School	
Homerroom Teacher		Grade	

Attempt #1:

Staff member making contact	Name of person whom you attempted to contact	Method	Date	Outcome Check all that apply
				<input type="checkbox"/> Left phone message <input type="checkbox"/> Sent Letter <input type="checkbox"/> Parent/teacher meeting <i>Parent response:</i> <input type="checkbox"/> Favorable outcome expected <input type="checkbox"/> Unable to resolve

Attempt #2:

Staff member making contact	Name of person whom you attempted to contact	Method	Date	Outcome Check all that apply
				<input type="checkbox"/> Left phone message <input type="checkbox"/> Sent Letter <input type="checkbox"/> Parent/teacher meeting <i>Parent response:</i> <input type="checkbox"/> Favorable outcome expected <input type="checkbox"/> Unable to resolve

If unresolved:

The student has five or more unexcused absences. Referred to social worker or guidance Counselor (please list name of social worker/guidance counselor and date of referral): _____

The student has fifteen or more excused absences. Referred to school nurse (please list date referred): _____

Child Study Team meeting scheduled.

Planning and Placement Team meeting scheduled.

504 meeting scheduled.

Other _____

**ATTENDANCE PROCEDURE DOCUMENTATION FORM
SOCIAL WORKERS, COUNSELORS, SCHOOL NURSE**

Student Name		School	
Homeroom Teacher		Grade	

Attempt #1:

Staff member making contact	Name of person whom you attempted to contact	Method	Date	Outcome Check all that apply
				<input type="checkbox"/> Left phone message <input type="checkbox"/> Sent Letter <input type="checkbox"/> Parent/teacher meeting <i>Parent response:</i> <input type="checkbox"/> Favorable outcome expected <input type="checkbox"/> Unable to resolve

Attempt #2:

Staff member making contact	Name of person whom you attempted to contact	Method	Date	Outcome Check all that apply
				<input type="checkbox"/> Left phone message <input type="checkbox"/> Sent Letter <input type="checkbox"/> Parent/teacher meeting <i>Parent response:</i> <input type="checkbox"/> Favorable outcome expected <input type="checkbox"/> Unable to resolve

Medical documentation available to explain absences.

504 meeting scheduled if appropriate.

If unresolved, please document date of intervention chosen:

Medical documentation is not available to explain absences.

Nurse referral to counselor/social worker.

Parent meeting scheduled.

Student Study Team meeting scheduled.

Planning and Placement Team meeting scheduled.

Referral to community services.

Other. Please explain: _____.

**ATTENDANCE PROCEDURE DOCUMENTATION FORM
SOCIAL WORKERS, COUNSELORS, SCHOOL NURSES**

Student Name		School	
Homeroom Teacher		Grade	

Attempt #1:

Staff member making contact	Name of person whom you attempted to contact	Method	Date	Outcome Check all that apply
				<input type="checkbox"/> Left phone message <input type="checkbox"/> Contact made <input type="checkbox"/> Sent Letter <input type="checkbox"/> Parent/teacher meeting <u>Parent response:</u> <input type="checkbox"/> Favorable outcome expected <input type="checkbox"/> Unable to resolve

Attempt #2:

Staff member making contact	Name of person whom you attempted to contact	Method	Date	Outcome Check all that apply
				<input type="checkbox"/> Left phone message <input type="checkbox"/> Contact made <input type="checkbox"/> Sent Letter <input type="checkbox"/> Parent/teacher meeting <u>Parent response:</u> <input type="checkbox"/> Favorable outcome expected <input type="checkbox"/> Unable to resolve

Outcome:

Medical documentation available to excuse absences.

If unresolved:

No medical documentation available to excuse absences.

504, SST, or PPT meeting scheduled.

Referral to community services.

Other: _____

Norwich Public Schools
ATTENDANCE PROCEDURES

Absenteeism and Tardiness

Script for Phone Call

Hello, this is _____, your child's teacher at _____
_____ School. I have noticed that your child has _____ unexcused and _____
excused absences so far this year (month). I am concerned that he/she is missing critical
instruction needed to be successful in school (give examples of missed work/grades).
Consistent attendance is necessary for your child's success in school.

Is there something we should know that is contributing to his/her absence from school? It
is important that you notify the school every morning if your child will be absent
explaining his/her absence. Our school handbook has a full explanation of unexcused vs.
excused absences and the school phone number.

If you have any questions, you may contact the school principal.