



Orange Board of Education

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www.oess.org

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Dear Parents,

Please see the information below regarding the attendance policy.

Absence	Absence Reasons	Acceptable Documentation Types For Absence #1 - 9	What to Include in Documentation	Type of Absence
Absence # 1 – 9	Student illness Religious holiday Mandated court appearance Death in family or emergency beyond the control of the student's family Extraordinary educational opportunity **Other exceptional circumstance not to exceed 5 days (i.e. family reunion, family trip/vacation, graduation, athletic competition, etc.)	Written note by parent/guardian Email by parent/guardian, Please email your school: thsabsences@orange-ed.org , ppsabsences@orange-ed.org , rbsabsences@orange-ed.org , mltabsences@orange-ed.org Signed note by school official that spoke to parent/guardian Note from physician **Parent/Guardian note addressed to school administrator prior to absence	<i>Name of student</i> <i>Grade and class</i> <i>Date(s) of absence</i> <i>Reason for absence</i>	<u>Excused</u> - As long as any of the documentation types listed are received <u>within 10 school days of the absence.</u> If it is not received within <u>10 days</u> it is considered <u>unexcused.</u> <u>**Excused</u> – provided the documentation is submitted and approved before the absence. If submitted after the absence or any days beyond 5 days will be <u>unexcused.</u>
Absence #10 – up	Student illness Religious holiday Mandated court appearance Death in family or emergency beyond the control of the student's family Extraordinary educational opportunity	Written note <u>by license medical professional</u> regardless of number of days. Documentation of mandated court appearance	Name of student Date(s) of absence Reason for absence	<u>Excused</u> - as long as any of the documentation types listed are received <u>within 10 school days of the absence.</u> If it is not received within <u>10 days</u> it is considered <u>unexcused.</u> _____

Truancy

A student who has **four unexcused absences from school in one month or ten unexcused absences in a school year** are considered truant. If a child becomes truant the following will occur:

1. A written notice will be provided to the parent notifying them of the status of their child.
2. A meeting will be held with administration and/or a School or District Attendance Team to review and evaluate the situation within ten days of the designation.

Parents are encouraged to read both policies online at www.oess.org. Please know that the Orange Board of Education, Central Office personnel, and district administrators continue to work in a collaborative fashion to support your family and our children along with meeting the mandates and requirements from the state of Connecticut. Please know that we are here to answer any questions you may have regarding this policy. It continues to be our goal to provide a safe and supportive environment so that together we can make a difference.

Should you have further questions please contact your building principal.