

ATTENDANCE/TRUANCY/CHRONICALLY ABSENT

Connecticut Statutes (Section 10-184) requires that “each parent or other person having control of a child five (5) years of age and under eighteen (18) years of age shall cause such a child to attend a public day school regularly during the hours of and in the town where such child resides...” Effective July 1, 2001, students under the age of eighteen (18) may not withdraw without written consent from their parent/guardian.

DAILY SCHOOL ATTENDANCE

Daily attendance is essential for students to thrive in school, both academically and socially. There are reasons why a student needs to be out, but there are different types of absences, and depending on the number of absences, this may impact how the absence is reported. The differences, requirements, and consequences of absences are explained below.

Excused Absence

Absences 1-9: will be excused as long as a parent notifies the main office of the absence. These can be for ANY reason.

Absences 10 and beyond: will be excused if a parent notifies the main office AND provides documentation. See below for examples:

1. Student illness or injury with proper verification
2. Medical appointments with proper verification (this may also include school nurse)
3. Court proceedings with proper verification
4. School sponsored field trips
5. Death of immediate family member
6. Observance of a religious holiday
7. Lack of transportation normally provided by district (verified through sending town)
8. Two visits to schools of higher learning (per semester), for the purpose of a formal interview (pre-approved by the Counseling Office); and/or
9. An interview for military enlistment (pre-approved by the Counseling Office).

Note: “Proper verification” means an official card/letter from a professional office.

Effective July 1, 2021, Section 19 of Public Act No. 21-46 requires local and regional boards of education to allow any student enrolled in grades kindergarten through twelve to take two non-consecutive days each school year as mental health wellness days. These days will be excused in addition to the nine excused absences listed above.

Unexcused Absences and Truancy

When a family does not notify the school of their student's absence, it will be marked as **UNEXCUSED**. If a student has **4 unexcused absences in a 30 day period or 10 in a school year, they are defined as TRUANT**, and will be reported as such.

Chronically Absent

A student who misses 10% of the school year will be defined as Chronically Absent and be reported as such. Over an entire school year, 10% equals 18 days. These days can be either excused or unexcused absences.

Communication

Parents will be notified **on or about the 9th absence** of their child. This notification will simply explain that "Proper Verification" will now be required to excuse the absence.

Parents will be notified if their child is Chronically Absent (missed **10% of the school year to date**). A meeting *may* be scheduled with the school and family to discuss supports.

Parents will be notified if their child is Truant (**4 unexcused in 30 days or 10 in a year**). A meeting *will* be scheduled with the family to discuss supports.

How to Report an Absence

1. Call the absentee line to report your child absent. This is a voicemail so you may call anytime, but before school is best (see below for phone numbers).

OR

2. Email the office. Before school starts is best. State your child's full name, grade, teacher's name, date and reason for absence (see below for emails).
3. Complete the absentee form via the school's website prior to the start of the school day. This reports to each school that your child will be absent that day. **** This feature is NOT available for high school****
 - a. Go to www.killinglyschools.org via computer or cell phone.
 - b. Choose school from the home page screen under "our schools" (if using a phone, hold down for one second).
 - c. Click on the Attendance block on the homepage (if using a phone, hold down for one second).

- d. Complete the online absentee form.

School Absentee Phone & Emails:

Killingly High School: 860-779-6669

(khsabsence@killinglyschools.org)

Killingly Intermediate School: 860-779-6739

(kisooffice@killinglyschools.org)

Killingly Memorial School: 860-779-6699

(kmsoffice@killinglyschools.org)

Killingly Central School: 860-779-6769

(kcsoffice@killinglyschools.org)

Goodyear Early Childhood Center: 860-779-6770

(bdespathy@killinglyschools.org)