SOUTHINGTON Public Schools

ABSENCE MANAGEMENT
Entry for ¼, ½, and ¾ Day Absences

When entering an absence in quarter-day increments (¼, ½, or ¾ day) select **CUSTOM** from the ***Absence Type*** dropdown menu. You will then need to manually enter the appropriate **Start Time** and **End Time** based on the corresponding time increments.

ELEMENTARY

Early Schools ~ 8:35 am – 3:05 pm (FES, HES, OES, SEES, TES)
Contractual Schedule (15 minutes before; 30 minutes after dismissal): 8:20 am – 3:35 pm
Quarter Day (1.75 hrs)

- AM 8:20 – 10:05
- PM 1:50 – 3:35

Half Day (3.75 hrs)

- AM 8:20 – 12:05
- PM 11:50 – 3:35

Three-Quarter Day (5.5 hrs)

- AM 8:20 – 1:50
- PM 10:05 – 3:35

Late Schools ~ 8:55 am – 3:25 pm (DES, KES, SES)
Contractual Schedule (15 minutes before; 30 minutes after dismissal): 8:40 am – 3:55 pm
Quarter Day (1.75 hrs)

- AM 8:40 – 10:25
- PM 2:10 – 3:55

Half Day (3.75 hrs)

- AM 8:40 – 12:25
- PM 12:10 – 3:55

Three-Quarter Day (5.5 hrs)

- AM 8:40 – 2:10
- PM 10:25 – 3:55

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MIDDLE SCHOOLS

DePaolo and Kennedy ~ 8:05 am – 2:40 pm
Contractual Schedule (15 minutes before; 25 minutes after dismissal): 7:50 am – 3:05 pm
Quarter Day (1.75 hrs)

- AM 7:50 – 9:35
- PM 1:20 – 3:05

Half Day (3.75 hrs)

- AM 7:50 – 11:35
- PM 11:20 – 3:05

Three-Quarter Day (5.5 hrs)

- AM 7:50 – 1:20
- PM 9:35 – 3:05

HIGH SCHOOLS

Southington High School & KSA ~ 7:37 am – 2:15 pm
Contractual Schedule (10 minutes before; 27 minutes after dismissal): 7:27 am – 2:42 pm
Quarter Day (1.75 hrs)

- AM 7:27 – 9:12
- PM 12:57 – 2:42

Half Day (3.75 hrs)

- AM 7:27 – 11:12
- PM 10:57 – 2:42

Three-Quarter Day (5.5 hrs)

- AM 7:27 – 12:57
- PM 9:12 – 2:42