

# Greenwich Public Schools

## IMPORTANT NOTICE

August, 2018

Dear Parents and Guardians,

The Greenwich Public Schools has updated the district's attendance procedure to reflect changes mandated by the *Connecticut State Board of Education Attendance Guidelines* defining excused and unexcused absences.

The State of Connecticut definition of truancy remains: four (4) unexcused absences in one month or ten (10) unexcused absences in one year. **The definition of excused and unexcused absences changed in 2014.** Absences one through nine are considered excused when the student's parent/guardian contacts school personnel and approves of the absence. However, **the tenth and all other absences thereafter will only be excused for specific reasons and only when appropriate documentation is provided to school.** Below is a brief summary of the new requirements for reporting absences.

<b>First 9 days of absence</b>	<u>On the day of the absence</u> , call your child's school to report the absence and the reason for the absence.
<b>Absence day 10 and beyond</b>	<u>On the day of the absence</u> , call your child's school to report the absence and the reason for the absence. A written note must be sent to the school within 10 school days of the student's return to school. An absence will only be designated as excused as follows: <ul style="list-style-type: none"><li>• Student Illness – requires a note from a medical professional or the school nurse</li><li>• Observance of a religious holiday</li><li>• Mandated court appearance</li><li>• Funeral or death in the family</li><li>• Other emergency beyond the control of the student's family</li></ul> <p>For other examples of excused absence designations, please refer to the full <a href="#">Attendance Procedure</a>.</p>

School attendance is a vital aspect of successful learning. Parents/Guardians are compelled to send their child to school and can incur legal liability if they fail to do so. School personnel will continue to work cooperatively with parents to assist in remedying and preventing truancy.

For further information, see our online [attendance procedure](#).

Sincerely,  
E. Ann Carabillo, Ed. D.  
Deputy Superintendent