

ATTENDANCE CALL BOX

The absence of all students MUST be called into the school by the parent. The attendance call box can be reached at (860).623.2433 and press 1. A phone call does not excuse the absence; it notifies the school that your student will not be in attendance.

EXCUSED ABSENCE DOCUMENTATION

The student is responsible for:

- Obtaining the appropriate documentation
- Completing this form
- Presenting the form to an administrator for their signature

More information about the [BOARD OF EDUCATION ATTENDANCE POLICIES](#) is linked for your reference.

STUDENT INFORMATION

NAME: _____

GRADE: _____

SIGNATURE: _____

ABSENCE INFORMATION

DATE OF ABSENCE(S): _____

REASON FOR ABSENCE(S): _____

DOCUMENTATION ATTACHED: YES NO

PARENT/GUARDIAN CONFIRMATION

SIGNATURE: _____ DATE: _____

***** FOR OFFICE USE ONLY *****

DATE RECEIVED: _____

NUMBER OF EXCUSED ABSENCES TO DATE: _____

MEDICAL NOTE RECEIVED: YES (See Nurse) NO

NOTES: