

**THOMASTON PUBLIC SCHOOLS
ABSENCE NOTE**

(This is an optional form for parents to use when a student is absent from school. If used, this form must be submitted to the school office when the student returns to school.)

Student's Name: _____

Date(s) of Student's Absence: _____

Explanation of Student's Absence: _____

Parent/Guardian Completing Form: _____
(Please Print)

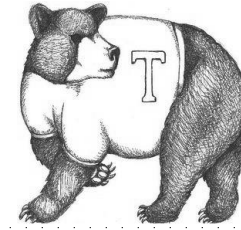
Parent/Guardian Signature: _____

Date: _____

Absence Definitions:

- ✓ An absence is considered verified if the student has been absent for less than ten days during the school year and the student's parent/guardian provides written, signed documentation of the absence upon the student's return to school.
- ✓ Starting with the tenth day of absence in one school year, the absence will be considered verified only for the following reasons AND with appropriate documentation:
 1. Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed verified, regardless of the length of absence. The medical note must be submitted within ten (10) days of the absence);
 2. Student's observance of a religious holiday;
 3. Death in the student's family or other emergency beyond the control of the student's family;
 4. Mandated court appearances (additional documentation required);
 5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
 6. Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

The written, signed documentation should explain the nature and reason for the absence, as well as the anticipated length of the absence.



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