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## Student Absenteeism Form & Procedures

August 1, 2021

Greetings Parents-

This year, we are striving to have all students become **HEROES**. We want our students to be **HERE, EVERY day, READY** to learn, and **ON time**. Student attendance at school is directly connected to their academic and social success in school. Attendance is an important life skill that will help your child to be college, career and community ready. By completing this form, parents are accepting the responsibility that goes along with a student's absence from school. Although family vacations can be valuable experiences, all families are encouraged to try to schedule these adventures in alignment with the school calendar breaks whenever possible. When missing daily instruction and classroom experiences, it is challenging to replicate the learning that happened during the period of time your child has missed. In addition, this requires planning between the teacher, parent/guardian, and student to make up missing assignments and assessments which can cause additional stress for your child. We care deeply about our student's overall success and appreciate your willingness to partner with us on this goal.

This school year, we are incorporating a new procedure to report and track student absenteeism. For an absence to be excused, families will need to fill out a student absenteeism form. For now, the form can be accessed via my email signature. Parents can send an email noting their child's absence, but a form must be completed and submitted to record the student's absence as an excused absence. The form will also be made available via the Bengal Blast (e-newsletter) which is sent out weekly.

If you know your child will be absent in advance, please try to complete the form before the intended absence(s). If the absence(s) are unplanned, please complete this form within five days of the student's absence. Otherwise, the student's absence will be automatically marked unexcused.

This letter serves as notification of the slight change in how parents report and the school tracks attendance. Please acknowledge receipt of this by printing your name, signing your name and dating this letter.

If you have any questions or concerns, please do not hesitate to reach out.

Looking forward to a successful school year,

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