

Springfield Public Schools



DISTRICT ATTENDANCE POLICY

Approved

June 4, 2009

Amended and Approved

October 22, 2011

ATTENDANCE COMMITTEE

Dr. Mary Anne Morris	Chief of Pupil Services
Daniel Warwick	Chief Schools Officer
Enrique Figueredo	Interim Chief Operational Officer
Donna Boivin	Chief Information and Instructional Technology Officer
Robert St. Lawrence	Director of Information Systems
Jeanne Clancy	Supervisor of Nursing
Peter Hogan	Director of Safety and Security
Timothy Duquette	Supervisor of Attendance
Yolanda Johnson	Director of Guidance
Sonia Dinnall	Supervisor of Student Support Services
Martha vonMering	Chief Compliance Officer
Rhonda Stowell-Lewis	Principal of Glenwood School
Cheryl Despirt	Principal of Van Sickle Middle School
Richard Stoddard	Principal of Central High School

Special thanks to the following principals who provided important feedback on this policy:

Diane Gagnon	Principal of Lincoln School
Deb Lantaigne	Principal of Harris School
Darcia Milner	Principal of Brunton School
Bonnie Osgood	Principal of Forest Park Middle School
Ira Brown	Principal of the High School of Science and Technology
Steve Collins	Principal of the High School of Commerce
Kevin McCaskill	Principal of Putnam Vocational High School

TABLE OF CONTENTS

	PAGE
I. STATE LAWS	5
II. GENERAL INFORMATION	6
III. HIGH SCHOOLS	7
IV. MIDDLE SCHOOLS	9
V. ELEMENTARY SCHOOLS	11
Addendum	
A. ATTENDANCE IMPROVEMENT INITIATIVE	
B. APPEAL FORM	

SPRINGFIELD PUBLIC SCHOOLS
ATTENDANCE POLICY

Regular attendance in all classes is essential to the achievement of the Springfield Public Schools District Priorities by helping to establish safe, nurturing and respectful working and learning environments and improving academic achievement for 21st century success. Regular school attendance is linked to higher graduation rates and lower drop out rates. Students are expected to be in attendance every day of the school year. Parents/guardians have a legal responsibility to ensure that their child is in attendance each day school is in session. Attendance shall be taken daily in every class of each school and parents/guardians shall be notified regularly of their child's absence from school.

STATE LAWS REGARDING ATTENDANCE

The Commonwealth of Massachusetts states that parents are required to ensure children between the ages of 6 to 16 attend school. The following state laws outline the responsibilities of parents, guardians, and other responsible adults to monitor and prevent children's absence from school.

- Parents/guardians must provide the school with accurate contact information and must inform the school regarding the date and reason for a child's absence, using a specific phone number the school must provide. Educational professionals must report to the Department of Child and Family Services their belief that a child is suffering physical or emotional harm from abuse or neglect. Supervisors of Attendance may apprehend truants without a warrant and return them to school by bus.
- Adults who unlawfully keep children out of school must pay fines and other penalties. The Home/School Attendance Specialist may apply for a CHINS petition for a truant. Families (including teen parents) who receive benefits under Transitional Aid to Families with Dependent Children are subject to specific attendance requirements.

GENERAL INFORMATION REGARDING ATTENDANCE

The Home/School Attendance Specialist

The Home/School Attendance Specialist will support schools in addressing attendance in all schools in the prevention and intervention for chronic truants. The specialist will communicate with the parent/guardian by telephone calls through the attendance hotline or other referrals and may go on location to intervene to support the student's return to school. As necessary, the specialist will respond to community concerns regarding attendance and related issues and, in some instances, may accompany certified personnel to escort students back to school or to the Assessment Center.

How Attendance Relates to the MCAS (Massachusetts Comprehensive Assessment System)

- Students must take and meet the competency determination for the 10th grade English Language Arts, Math and Science MCAS to receive a high school diploma
- If a student has not met the competency determination for MCAS by the time he/she is otherwise eligible to graduate, he/she must file an appeal in order to receive a diploma.
- In accordance with No Child Left Behind (NCLB), all schools are expected to maintain 92% or higher average daily student attendance in order to make Adequate Yearly Progress (AYP).

To be eligible to file an MCAS appeal,

1. A student must have a 95% attendance rate for both 11th and 12th grade years* and
2. The student must satisfactorily attend and participate in MCAS prep classes (students must have a 66% participation rate in the prep classes or in tutoring) and
3. The student must take the MCAS three (3) times*

To receive a State Endorsed Certificate of Attainment

1. Students must meet the state attendance requirements (#1 above).

*Student/school may submit evidence of extenuating circumstances

HIGH SCHOOLS

Absences

A student who has enrolled in a class is expected to be present each time the course is in session. A student in the Springfield Public School system cannot be absent more than 14 sessions in a full year course (or 7 double block sessions in a half-year, semester course) or he/she will receive no credit for the course pending appeal. After the 14th session of absence in a full year course (or 7th absence in a half-year course), the student must file an appeal to receive credit. The grades will be reported on his/her report card as “No Credit” pending appeal (NC). All courses will show “NC” for the current report card. Any student who accumulates more than 14 absences during the academic year will be ineligible to move successfully from one grade to the next unless there are validated extenuating circumstances and a successful appeal. If not the NC is not successfully appealed, the NC will revert to an FA (Failure due to Attendance).

Approved Absences

An approved absence is necessary to appeal a grade of NC. An approved absence occurs when a student is absent for a legitimate, acceptable reason and is able to provide adequate written documentation (a note from a parent/guardian explaining the reason for the absence) within 3 days of when he/she returns to school. **Students will be marked absent, administratively, until the expiration of the 3 days and then will be marked truant if a note has not been received by the school. *Vacations and non-emergency travel are not approved absences.**

- Approved absences including the following:
 1. Student illness
 2. Medical appointment for the student
 3. Death in the family
 4. Observance of a religious holiday
 5. Court appearance for the student

A formal doctor’s note, a copy of the obituaries or verification of religious affiliation after 4 consecutive absences may be requested by the principal. The note must include the date absent, the reason for the absence, a phone number where a parent or guardian can be reached, and the parent or guardian’s signature. Should a school official become aware that written documentation for any absence(s) has been fabricated, the absence(s) will not qualify as “approved” and will not count for the purpose of filing an appeal **However, a parent’s note will not negate the necessity of filing an attendance appeal beyond the 7th semester absence or the 14th full year absence.**

Truancy

- A student is truant when he/she is absent without approval.
- A student is truant if he/she is absent for an unacceptable reason (one not listed above).
- A student who is truant will not be able to file an appeal for days missed due to truancy.
- A parent's note cannot excuse truancy, if the absence does not meet the criteria of an approved absence.
- A student who is truant will be required to make up missed class work and may receive a lower grade

Tardiness and Dismissal

A student who is not in his/her classroom at the start of the class is tardy. A student entering the classroom after one-half of the period will be considered absent from that class, unless he/she has a verified pass from a teacher, counselor, nurse or assistant principal. If a student leaves school before half of the academic day has passed then that student will be marked absent from school that day.

Suspensions

Days out of school due to external suspensions are absences that do not count towards a lack of academic credit. Students who are absent due to external suspensions will be expected to make up missed assignments, homework and tests.

Chronic Illness

We are aware that some students suffer from chronic illnesses. Should the student present with appropriate medical documentation to document the absences, such student will be required to complete the coursework necessary to gain course credit.

Process for Appealing Grades of No Credit (NC)

- Students with more than 7 absences in a semester or 14 absences in a school year will receive a grade of "NC", which indicates they earned a passing grade. The "NC" reverts to an "FA" (Fail due to attendance) if not successfully appealed. **FA will equal 0 credits and 0 GPA. (Teachers will submit progress reports to the Home/School Attendance Specialist for each student who fails solely due to attendance.)**
- Students may appeal absences beyond 14 days to the confidential Appeal Review Committee comprised of the principal, assistant principal, Home/School Attendance Specialist and counselor. **The district Attendance Appeal form must be completed (see attached) and submitted to the Home/School Attendance Specialist two weeks prior to the last day of the semester or school year.**
- After reviewing the appeal, the Appeal Review Committee issues its decision in writing to the student and the student's teachers.
- Successful student appeals of absences will be converted to approved absence status and the student shall receive his/her appropriate grade.

Incentive Programs

High schools are required to design and implement programs to offer students attendance buyback options such as Saturday school, after school opportunities and summer school. Three hours of time in any of the attendance buyback program should be equivalent to one full day of school attendance. Any student who attends an attendance buyback program must be engaged in meaningful academic work that addresses skills missed during the absence periods. Credit recovery programs will be offered at each high school.

MIDDLE SCHOOLS

Absences

A student who has enrolled in a Springfield Public School middle school is expected to be present for the duration of the school day. All class periods must be attended. A student cannot be absent more than a total of 14 days (unapproved) in an academic school year or he/she will receive a grade of “PA” (**P**ending **A**ppeal) for all courses for the current marking period. After the 14th day of absence, the student must file an appeal with the designated school based staff members. If the appeal is successful, then he/she will receive the earned letter grade for all courses. ***Any student who accumulates more than 14 absences during the academic school year will be ineligible to move successfully from one grade to the next unless there are validated extenuating circumstances or a successful appeal.***

Process for Appealing Grades of “PA”

1. A student may appeal absences beyond 14 days to the confidential Appeal Review Committee comprised of the principal, assistant principal, Home/School Attendance Specialist, counselor, and anyone else the principal feels would be beneficial to the appeal process.
2. The district Attendance Appeal form must be completed (see attached) and submitted to the Home/School Attendance Specialist two weeks prior to the last day of the school year.
3. After reviewing the appeal, the Appeal Review Committee issues its decision in writing to the parent/guardian and the student’s teachers.
 - If the appeal is successful, all grades of “PA” will be converted to the letter grade earned by the student and all appealed absences will be converted to approved.
 - If the appeal was not successful, the “PA” reverts to an “FA” (**F**ailure due to **A**ttendance). The grade of “FA” will used be to calculate the student’s final grade.

Approved Absences

An approved absence is necessary to appeal a grade of “PA”. An approved absence occurs when a student is absent for a legitimate, acceptable reason and is able to provide adequate written documentation for such absence within 3 days after he/she returns to school with a note from a parent/guardian explaining the reason for the absence.

Students will be marked absent, administratively, until the expiration of the 3 days and then will be marked truant if a note has not been received by the school.

***Vacations and non-emergency travel are not approved absences.**

-
Approved absences including the following:

- Student illness
- Medical appointment for the student
- Death in the family
- Observance of a religious holiday
- Court appearance for the student

A formal doctor’s note, a copy of the obituaries or verification of religious affiliation after 4 consecutive absences may be requested by the principal. The note must include the date absent, the reason for the absence, a phone number where a parent or guardian can be reached, and the parent or guardian’s signature. Should a school official become aware that written documentation for any absence(s) has been fabricated, the absence(s) will not qualify as “approved”, the student will be considered truant and the absences will not count for the purpose of filing an appeal. **A parent’s note will not negate the necessity of filing an appeal beyond the 14th day of absence.**

Truancy

- A student is truant when he/she is absent without approval.
- A student is truant if he/she is absent for an unacceptable reason (one not listed above).
- A student who is truant will not be able to file an appeal for days missed due to truancy.
- A parent’s note cannot excuse truancy, if the absence does not meet the criteria of an approved absence.

Tardiness and Dismissal

A student who is not in his/her classroom at the start of the class is tardy. A student entering the classroom after one-half of the period will be considered absent from that class, unless he/she has a verified pass from a teacher, counselor, nurse or assistant principal.

If a student leaves school before half of the academic day has passed then that student will be marked absent from school that day.

Suspensions

Days out of school due to external suspensions are absences that do not count towards a lack of academic credit. Students who are absent due to external suspensions will be expected to make up missed assignments, homework and tests.

Chronic Illness

We are aware that some students suffer from chronic illnesses. Should the student present with appropriate medical documentation to document the absences, such student will be required to complete the coursework necessary to gain course credit.

Promotion/Retention

Any student who accumulates 14 or more absences during a school year may be ineligible to move successfully from one grade to the next unless there are extenuating circumstances. The principal, counselor or Chief Schools' Officer may consider exceptions to this policy for medical reasons, serious illnesses, hospitalizations and extraordinary circumstances.

Incentive Programs

Each middle school is encouraged to design and implement programs to acknowledge a student's efforts to maintain and/or improve school attendance such as rallies, contests or other special activities. Middle schools will offer attendance buyback programs such as Saturday school, after school programs or summer school. Three hours of time in any of the attendance buyback program should be equivalent to one full day of school attendance. Any student who attends an attendance buyback program must be engaged in meaningful academic work that addresses skills missed during the absence periods. Credit recovery programs may be offered at the middle school level.

ELEMENTARY SCHOOLS

Absences

A student who has enrolled in a Springfield Public School elementary school is expected to be present for the duration of the school day. A student cannot be absent more than a total of 14 days (*approved and unapproved*) in an academic school year. ***Any student who accumulates more than 14 absences during the academic school year may be ineligible to move successfully from one grade to the next. Circumstances surrounding promotion or retention will be considered by the principal on an individual basis.***

Approved Absences

An approved absence occurs when a student is absent for a legitimate, acceptable reason and is able to provide adequate written documentation for such absence within 3 days after he/she returns to school with a note from a parent/guardian explaining the reason for the absence. **Students will be marked absent, administratively, until the expiration of the 3 days and then will be marked truant if a note has not been received by the school. *Vacations and non-emergency travel are not approved absences.**

Approved absences including the following:

- Student illness
- Medical appointment for the student
- Death in the family
- Observance of a religious holiday
- Court appearance for the student

A formal doctor's note, a copy of the obituaries or verification of religious affiliation after 4 consecutive absences may be requested by the principal. The note must include the date absent, the reason for the absence, a phone number where a parent or guardian can be reached, and the parent or guardian's signature. Should a school official become aware that written documentation for any absence(s) has been fabricated, the absence(s) will not qualify as "approved" and will not count towards an appeal for promotion and the student will be considered "truant" for those days.

Truancy

- A student is truant when he/she is absent without approval.
- A student is truant if he/she is absent for an unacceptable reason (one not listed above).
- A parent's note cannot excuse truancy, if the absence does not meet the criteria of an approved absence.

Tardiness and Dismissal

A student who is not in his/her school building at the start of the class is tardy.

ALL requests for early dismissals must be in writing and given to the principal or designee at the start of the school day. The school reserves the right to verify and/or deny a request for early dismissal.

Suspensions

Days out of school due to external suspensions are absences that do not count towards a lack of academic credit. Students who are absent due to external suspensions will be expected to make up missed assignments, homework and tests.

Incentive Programs

Each elementary school is encouraged to design and implement programs to acknowledge a student's efforts to maintain and/or improve school attendance. Programs may include but are not limited to certificates, awards, assemblies, special activities, and school wide recognition.

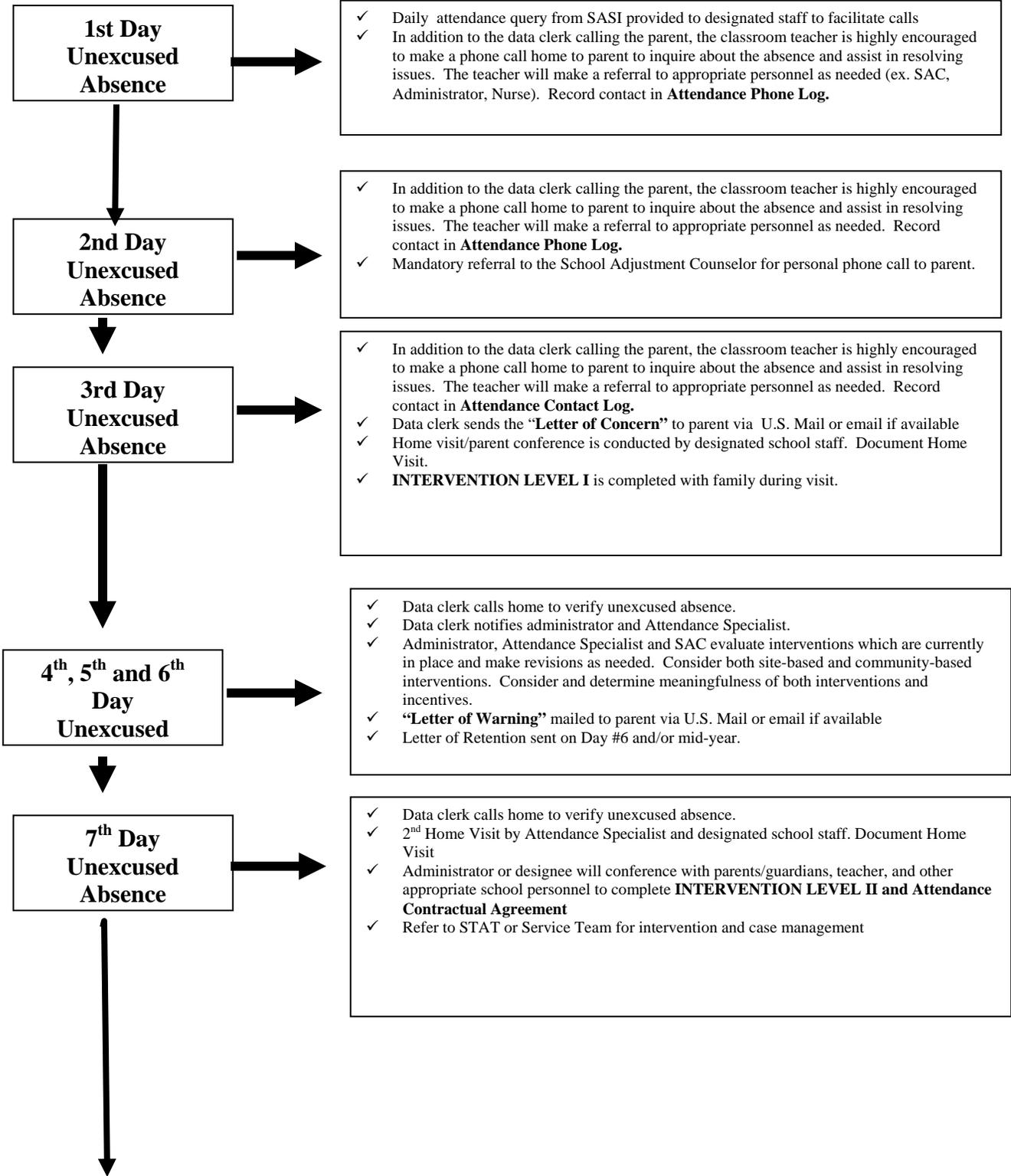
ADDENDUM A

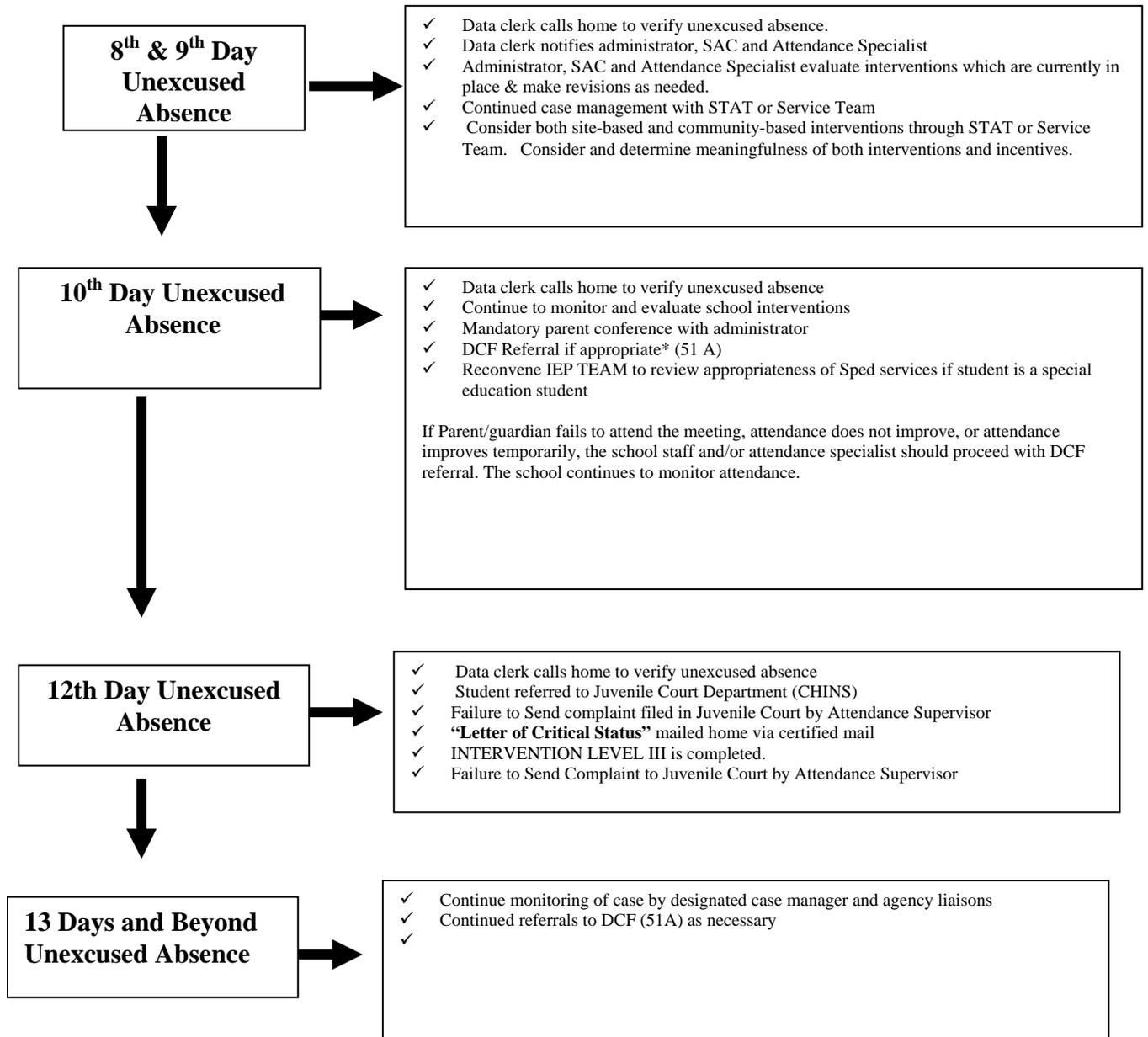
Attendance Improvement Initiative

Principals shall be responsible for the implementation of the following Attendance Improvement Initiative which addresses parental notifications of student absence, in- school monitoring of student attendance and community options for chronic truancy.

**ELEMENTARY LEVEL PROTOCOL
Springfield Public Schools**

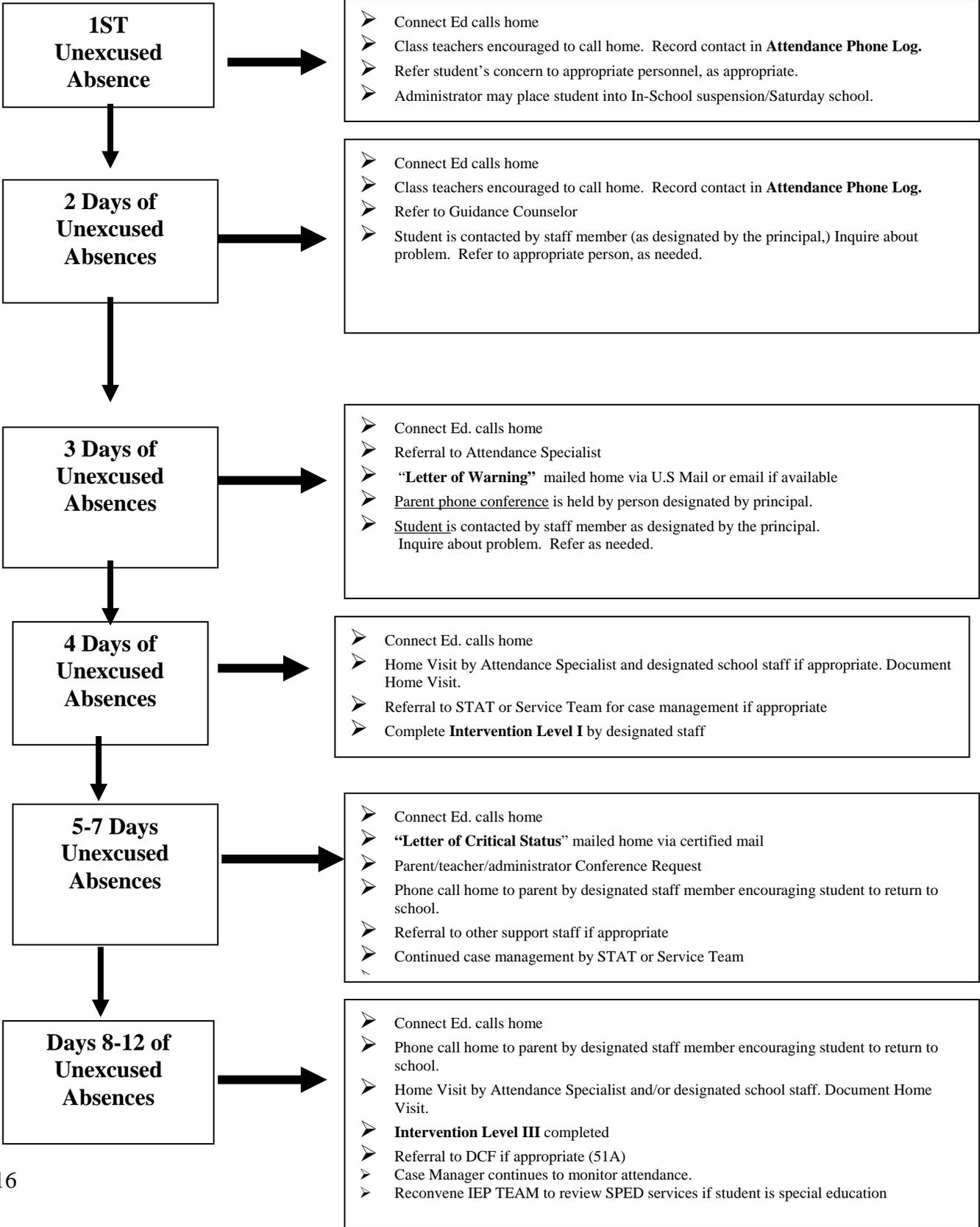
CUMULATIVE UNEXCUSED ABSENCE PROCEDURE:

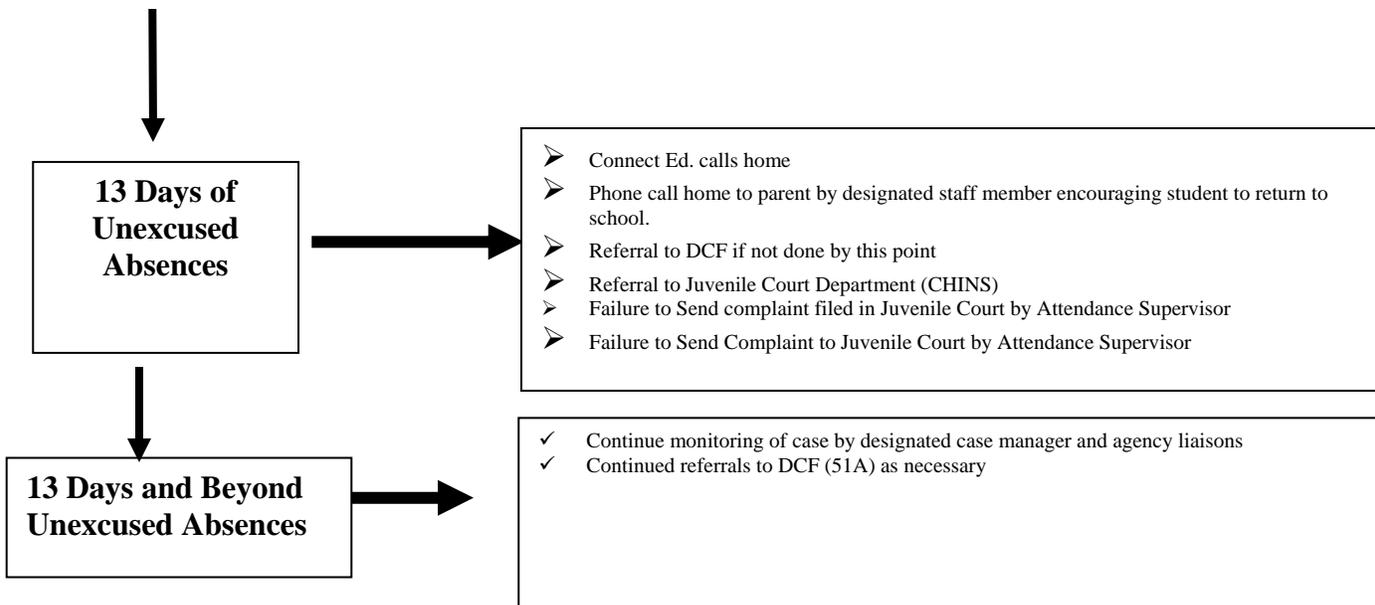




SECONDARY LEVEL PROTOCOL
Springfield Public Schools

CUMULATIVE UNEXCUSED ABSENCE PROCEDURE:







**Springfield Public Schools
Attendance Improvement Program
A Culture of Educational Excellence!**

Intervention Level I

School _____ Date _____

Student Name _____ Grade _____

Parent(s)/guardian(s) _____ Phone (h) _____
(w) _____
(c) _____

Attendance issues:

Initial efforts to communicate attendance concerns to student/parent(s)/guardian(s):

Dates	School contact person	Action taken	Result of Initial Communication
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Improvement goals:

Student's responsibilities toward reaching attendance goal(s):

Parent's responsibilities toward reaching attendance goals(s):

Staff members' responsibilities toward reaching attendance goal(s):

Attendance Specialist:

Counselor:

Other staff member(s):

Administrator's Signature: _____ Date _____

Student's Signature: _____ Date _____

Parent's/Guardian's Signature: _____ Date _____

***Please attach student attendance report to this document**



**Springfield Public Schools
Attendance Improvement Program
A Culture of Educational Excellence!**

Intervention Level II

School _____ School Contact Person _____

Student Information:

Student Name (last, first, middle) _____ Grade _____

Address _____ Date of Birth _____

Zip Code _____ Phone number _____

Parent(s)/guardian(s):

(father, step-father, guardian, other) Phone (H) _____ (W) _____

(mother, step-mother, guardian, other) Phone (H) _____ (W) _____

Services/programs currently in place for the student (check as many as apply):

- _____ Special Education (level): _____
- _____ LEP Level/Phase _____ First Language _____ Will an interpreter be required? (Yes/No)
- _____ Gifted and Talented
- _____ 504 Plan (Please attach)
- _____ STAT/ST referral (Please attach record of Problem Solving)
- _____ Community Agency (specify): _____
- _____ School Counseling Group (Please identify focus of group(s)) _____
- _____ Other : _____

Comments:

Behavioral Summary:

I. Attendance (Please attach student attendance reports)

_____Excused absences to date _____Unexcused absences to date _____Tardies to date

II. Behavior Please note your perceptions/observations of factors which you believe may be contributing to the student's poor attendance.

_____Family issues _____Runaway _____Emotional Issues
_____Student's choice of peers _____Legal issues
_____Substance abuse: _____drugs _____alcohol _____tobacco
_____Other (please specify)

School Intervention Level I (please attach Level I form):

Name(s) and date(s) of staff member(s) who contacted parent(s) regarding student's excessive absences

Results of the parent/student communication:

_____ attendance improved
_____ attendance failed to improve
_____ other (please explain)

School Intervention Level II:

_____ School conference(s) held with parents which included teacher, counselor, attendance specialist, and/or administrator. Date(s) of conference(s) _____

Results of the parent/student conference

_____ Attendance Contract signed (please attach)
_____ attempted at least two parent/student conferences with teacher, counselor, administrator but parent(s)/guardian(s) failed to show.

Date(s) of attempted conferences _____



**Springfield Public Schools
Attendance Improvement Program
A Culture of Educational Excellence!**

Intervention Level III

School _____ School Contact Person _____

Student Information:

Student Name (last, first, middle) _____ Grade _____

Address _____ Date of Birth _____

Zip Code _____ Phone number _____

Parent(s)/guardian(s):

_____ Phone (H) _____ (W) _____
(father, step-father, guardian, other)

_____ Phone (H) _____ (W) _____
(mother, step-mother, guardian, other)

****Please attach Intervention Level I, Intervention Level II, and student attendance report***

Date of CHINS petition filed _____

SPS Staff responsible for filing _____

Court date _____

Additional information

Principal _____

Date _____

School Adjustment/Guidance Counselor _____

Date _____

Attendance Specialist _____

Date _____



Springfield Public Schools
Attendance Improvement Program
A Culture of Educational Excellence!

Attendance **CONTRACTUAL** Agreement

Your child, _____, in the _____ grade at _____ school has been identified as having excessive unexcused absences. The Springfield Public Schools believe that he/she will benefit from the directives of this attendance contractual agreement. It is agreed, by both student and parent, that the following Attendance Improvement Program (AIP) directives will be followed:

THE STUDENT SHALL:

- Attend school each day school is in session.
- Arrive at school on time each day and remain at school for the full time assigned.
- Abide by all school rules and regulations and maintain appropriate behavior while at school.
- Other _____

THE PARENT(S)/GUARDIAN(S) SHALL:

- Know their legal obligation to ensure the student: a) attends school each day it is in session; and b) arrives on time, prepared to learn, i.e., is clean, fed, and with required classroom materials.**
- Attend all meetings and conferences concerning their student.
- Cooperate with school authorities by doing the following:
 - Attend school and/or classes with their student
 - Report to school office
 - each day with student Provide medical verification for any absence
 - Walk the student to the classroom door
 - Contact school weekly to determine student's progress
 - Other _____
 - Call the school by 8:30 a.m. each day the student is absent
- Initiate the following referrals for service:**
 - BHN 747-0705
 - Brightside 788-7366
 - DCF 452-3200
 - CFS of Pioneer Valley 737-4718
 - Other _____
- Participate in parenting classes & support groups: Baystate Health 794-2229, Child Guidance Clinic 732-7419

THE SCHOOL SHALL:

- Verify the student's attendance on a daily/weekly/monthly basis (*circle one*).
- Review the parent's/student's compliance with the AIP directive on _____ (date).
- Refer family to the appropriate community agency for further action, should these directives not be followed.
- Notify the Attendance Specialist
- Other _____

TO THE STUDENT AND PARENT/GUARDIAN:

We encourage you (the student) to be an active participant in this team effort to assist you in improving your attendance. Our ultimate goal is to see you graduate from school and become a productive and successful adult. We will provide you with the services necessary to attain this goal, as available. Without your cooperation, the only other alternative will be to refer this matter to the Juvenile Court Department.

I/We have read and understand the above, and I/we agree to the recommendations stated above.

Parent/Guardian Signature

Date

Student Signature

Student's Date of Birth

Attendance Specialist

Date

Principal

Date

The mission of the Springfield Public Schools is to provide the highest quality of education so that all of our students are empowered to realize their full-potential and lead fulfilling lives as lifelong learners, responsible citizens and leaders in the 21st Century.



Springfield Public Schools
Attendance Improvement Program
A Culture of Educational Excellence!

Attendance Phone Log

STUDENT NAME	GR/HR	SASI	STUDENT PHONE #	SCH STAFF NAME	DATE	TIME	SUMMARY OF CONVERSATION	NEXT STEP

The mission of the Springfield Public Schools is to provide the highest quality of education so that all of our students are empowered to realize their full-potential and lead fulfilling lives as lifelong learners, responsible citizens and leaders in the 21st Century.



Springfield Public Schools
HOME VISIT DOCUMENTATION FORM

Student Name: _____

SASI# _____

Parent Name: _____

Telephone # _____

School of Attendance: _____

Grade _____

DATE OF HOME VISIT _____

TIME OF HOME VISIT _____

Attendance Officer _____

Days Absent/Truant _____

Reason for HOME VISIT

Participants in HOME VISIT (including parent, student and any other person present at visit)

Conclusions _____

Parent Signature _____



Springfield Public Schools
Attendance Improvement Program
A Culture of Educational Excellence!

LETTER OF CONCERN

Parent/Guardian: _____ Date: _____

Address: _____

City: Springfield State: MA Zip Code: _____

Dear _____,
 (PARENT/GUARDIAN)

Your child, _____, has a total of _____ unexcused absences.

This letter is sent to make you aware of these absences. Regular attendance at school is an important part of every student's success and is necessary in order to gain the greatest benefit from his/her educational experience.

Students who are frequently absent from school miss direct instruction and regular contact with their teachers. Massachusetts State Law (M.G.L. Chapter 76) and Springfield Public Schools Attendance Policy require regular daily attendance. When absences accumulate, it may ultimately result in academic difficulty for your child.

In addition, we are reminding you that each absence must be accompanied by a written excuse. If the written excuse is not received within 3 days of the absence, then the absence becomes a truancy. Truancies may result in your child's repeating his/her current grade.

Your child's academic success is important to us. Please contact the school by calling [*school contact name and number*] _____ and let us know how we can assist you in helping your child improve his/her attendance.

Sincerely,
 (Principal, Assistant Principal, or Attendance Specialist)

Cc: Cumulative Folder
 Attendance Specialist
 Guidance Counselor



Springfield Public Schools
Attendance Improvement Program
A Culture of Educational Excellence!

LCS-3

LETTER OF CRITICAL STATUS

Parent/Guardian: _____ Date: _____

Address: _____

City: Springfield State: MA Zip Code: _____

Dear _____,
(PARENT/GUARDIAN)

Your child, _____, has a total of _____ unexcused absences.

Massachusetts State Law (M.G.L. Chapter 76) and Springfield Public Schools Attendance Policy require regular daily attendance.

Your son/daughter has reached CRITICAL STATUS due to their number of unexcused absences, which means he/she will be retained in his/her current grade. To avoid retention, you must respond within 5 days of this letter to schedule a conference.

Please contact [*Principal or designee*] _____ at
[*tel. #*] _____.

In addition, we are reminding you that each absence must be accompanied by a written excuse. If the written excuse is not received within 3 days of the absence, then the absence becomes a truancy.

We look forward to hearing from you by the deadline.

Sincerely,
(*Principal, Assistant Principal, or Attendance Specialist*)

Cc: Cumulative Folder
Attendance Specialist
Guidance Counselor

The mission of the Springfield Public Schools is to provide the highest quality of education so that all of our students are empowered to realize their full-potential and lead fulfilling lives as lifelong learners, responsible citizens and leaders in the 21st Century.



**Springfield Public Schools
Attendance Improvement Program
A Culture of Educational Excellence!**

LETTER OF WARNING

Parent/Guardian: _____ Date: _____

Address: _____

City: Springfield State: MA Zip Code: _____

Dear _____,
(PARENT/GUARDIAN)

Your child, _____, has a total of _____ unexcused absences.

Your child is currently in violation of the Springfield Public Schools Attendance Policy . If this violation is not addressed today, it may result in your child’s repeating his/her current grade.

In addition, we are reminding you that each absence must be accompanied by a written excuse. If the written excuse is not received within 3 days of the absence, then the absence becomes a truancy.

Students who are frequently absent from school miss direct instruction and regular contact with their teachers. Massachusetts State Law (M.G.L.Chapter 76) and Springfield Public Schools Attendance Policy require regular daily attendance. When absences accumulate, it may ultimately result in academic difficulty for your child.

To rectify this situation, please contact the school by within 5 days of this letter and speak directly to the Attendance Specialist.

In addition, our district has additional services and resources that are available to you and your family to support our shared goal of academic success for your child. We can discuss these resources when you contact the school.

Please contact [Principal or designee] _____ at
[Telephone #]_____.

We look forward to hearing from you by the deadline.

Sincerely,
(Principal, Assistant Principal, or Attendance Specialist)

Cc: Cumulative Folder
Attendance Specialist
Guidance Counselor

The mission of the Springfield Public Schools is to provide the highest quality of education so that all of our students are empowered to realize their full-potential and lead fulfilling lives as lifelong learners, responsible citizens and leaders in the 21st Century.



Escuelas Públicas de Springfield
Programa para mejorar la asistencia
¡Una cultura de excelencia educacional!

AVISO DE PREOCUPACIÓN

Padre/Madre/Tutor: _____ Fecha: _____

Dirección: _____

Ciudad: Springfield Estado: MA Código Postal: _____

Estimado/a: _____,
(Padre/Madre/Tutor)

Su hijo/a, _____, lleva en total _____ ausencias sin excusa.

Se envía esta carta para notificarle a usted sobre estas ausencias. Asistencia a la escuela con regularidad es una parte importante del éxito de cada estudiante y es necesario para que él/ella pueda lograr el mayor beneficio de su experiencia educacional.

Estudiantes con ausencias escolares frecuentes pierden instrucción directa y contacto regular con los/as maestros/as. La Ley del Estado de Massachusetts (M.G.L. Capítulo 76) y las Normas de Asistencia de las Escuelas Públicas de Springfield obligan la asistencia diaria regular. Cuando se acumulan las ausencias, puede que el resultado mayor sea dificultad académica para su hijo/a.

Adicionalmente, le estamos recordando que cada ausencia tiene que ser acompañada por una excusa en forma escrita. Si la excusa no se ha recibido dentro de 3 días de la ausencia, entonces la ausencia se reconocerá como un absentismo escolar. El absentismo escolar puede resultar en que a su hijo/a le toque repetir el año.

El éxito académico de su hijo/a es para nosotros, algo importante. Por favor comuníquese con la escuela y llame a [*nombre y teléfono del contacto*] _____, e indique cómo nosotros le podemos asistir en ayudar a mejorar la asistencia de su hijo/a.

Sinceramente,

(*Principal, Asistente Principal, o Especialista en asuntos de asistencia escolar*)

Cc: Archivo Acumulativo
Especialista en asuntos de asistencia escolar
Consejero/a

La misión de las Escuelas Públicas de Springfield consiste en ofrecer a los estudiantes una educación de la calidad más alta, para que puedan sentirse capaces de realizar su verdadera potencia y tener vidas llenas como personas que aprenden durante toda la vida, y que puedan ser ciudadanos responsables y líderes del Siglo 21.



Escuelas Públicas de Springfield
Programa para mejorar la asistencia
¡Una cultura de excelencia educacional!

LCS-3

NOTIFICACIÓN DE ESTADO CRÍTICO

Padre/Madre/Tutor: _____ Fecha: _____

Dirección: _____

Ciudad: Springfield Estado: MA Código Postal: _____

Estimado/a: _____,
(Padre/Madre/Tutor)

Su hijo/a, _____, lleva en total _____ ausencias sin excusa.

La Ley del Estado de Massachusetts (M.G.L. Capítulo 76) y las Normas de Asistencia de las Escuelas Públicas de Springfield obligan la asistencia diaria regular.

Su hijo/a ha llegado a un ESTADO CRÍTICO debido a la cantidad de ausencias que ha tenido sin excusa, lo cual significa que a él/ella le tocará repetir el año. Para evitar que ésta sea la decisión, usted deberá responder a esta carta dentro de 5 días para pedir una conferencia.

Por favor comuníquese con [*Principal o persona designada*] _____,
al [número telefónico] _____.

Adicionalmente, le estamos recordando que cada ausencia tiene que ser acompañada por una excusa en forma escrita. Si la excusa no se ha recibido dentro de 3 días de la ausencia, entonces la ausencia se reconocerá como un absentismo escolar.

Esperamos recibir su respuesta antes de la fecha límite.

Sinceramente,
(*Principal, Asistente Principal, o Especialista en asuntos de asistencia escolar*)

Cc: Archivo Acumulativo
Especialista en asuntos de asistencia escolar
Consejero/a

La misión de las Escuelas Públicas de Springfield consiste en ofrecer a los estudiantes una educación de la calidad más alta, para que puedan sentirse capaces de realizar su verdadera potencia y tener vidas llenas como personas que aprenden durante toda la vida, y que puedan ser ciudadanos responsables y líderes del Siglo 21.



Escuelas Públicas de Springfield
Programa para mejorar la asistencia
¡Una cultura de excelencia educacional!

NOTIFICACIÓN DE ADVERTENCIA

Padre/Madre/Tutor: _____ Fecha: _____

Dirección: _____

Ciudad: Springfield Estado: MA Código Postal: _____

Estimado/a: _____,
(Padre/Madre/Tutor)

Su hijo/a, _____, lleva en total _____ ausencias sin excusa.

Su hijo/a actualmente está en violación de las Normas de Asistencia de las Escuelas Públicas de Springfield. Si esta violación no se resuelve hoy mismo, puede resultar en que su hijo/a repita el año.

Adicionalmente, le estamos recordando que cada ausencia tiene que ser acompañada por una excusa en forma escrita. Si la excusa no se ha recibido dentro de 3 días de la ausencia, entonces la ausencia se reconocerá como un absentismo escolar.

Estudiantes con ausencias escolares frecuentes pierden instrucción directa y contacto regular con los/as maestros/as. La Ley del Estado de Massachusetts (M.G.L. Capítulo 76) y las Normas de Asistencia de las Escuelas Públicas de Springfield obligan la asistencia diaria regular. Cuando se acumulan las ausencias, puede que el resultado mayor sea dificultad académica para su hijo/a.

Para solucionar esta situación, por favor comuníquese con la escuela dentro de 5 días de la fecha de esta carta y hable directamente con el/la Especialista en asuntos de asistencia escolar

Adicionalmente, nuestro distrito tiene más servicios y recursos disponibles a Usted y su familia para apoyar la meta común de éxito académico para su hijo/a. Podemos hablar sobre estos recursos una vez que esté en comunicación con la escuela.

Por favor comuníquese con [*Principal o persona designada*] _____,
al [número telefónico] _____.

Esperamos recibir su respuesta antes de la fecha límite.

Sinceramente,

(*Principal, Asistente Principal, o Especialista en asuntos de asistencia escolar*)

Cc: Archivo Acumulativo
Especialista en asuntos de asistencia escolar
Consejero/a

ADDENDUM B

Appeal Form

Springfield Public Schools Secondary Schools Attendance Appeal Form



TRUANTS CAN NOT BE APPEALED

Student Name: _____ Student ID: _____ School: _____ Grade: _____

This section is to be completed by student						This section is to be completed by teachers	
DATE	DAY i.e. A B...	PERIOD	MARKING PERIOD	COURSE	TEACHER	TOTAL # OF CLASS ABSENCES	TEACHER SIGNATURE

Please explain in detail the extenuating circumstances which lead to your excessive absences. Please attach to this form all supporting documentation (i.e. doctor's notes, appointment verification, obituaries, etc...).

ALL completed Attendance Appeal forms must be returned to the Home/School Attendance Specialist two weeks prior to the last day of school.

Student Signature: _____ Date: _____ Parent/Guardian Signature: _____ Date: _____

This section to be completed by Appeal Review Committee

<input type="checkbox"/> Appeal Granted	Date teacher(s) notified: _____
<input type="checkbox"/> Appeal Denied Explain: _____ _____	Date Student and Parents notified: _____
<input type="checkbox"/> Appeal Postponed Explain: _____ _____	Date decision letter mailed: _____

Principal/Designee Signature: _____ Date: _____

