



Educational Center for the Arts

55 Audubon Street • New Haven, CT 06510-1205 • Phone 203.777.5451 • Fax 203.782.3596

STUDENT REQUEST FOR ABSENCE / EARLY DISMISSAL

Please submit to the main office five (5) school days in advance for proper notification and processing

Student Name: (First)

(Last)

Program of Study:

Phone:

Grade:

Date(s) of request for early absence / dismissal:

Reason for Absence / Early Dismissal on this Date:

Medical Documentation Attached:

Yes

No

Educational Literature Attached:

Yes

No

Appointment Card Attached:

Yes

No

Academic/School Commitment with Written Request Attached:

Yes

No

Awareness of Department Chair

Signature:

Date:

ECA Notification: I understand that unexcused absences can result in loss of course credit and/or exclusion of program opportunities. I have read and understood ACES policies #5113 and #5113.1.

Student Signature:

Date:

Parent Signature:

Date:

OFFICE USE ONLY

Date Received

Approved

Denied

More Information Required

ACES – AREA COOPERATIVE EDUCATIONAL SERVICES

Attendance Policies taken from the 2013-2014 Parent/Student Policy Handbook

ACES Policy 5113 Attendance and Excuses

Connecticut State Law requires parents/guardians to cause their children to attend school regularly during the hours and terms the school is in session. Learning experiences that occur in the classroom are considered to be meaningful and essential components of the learning process. Time lost from class tends to be irretrievable in terms of opportunity for instructional interaction.

The ACES Governing Board requires that accurate records be kept of the attendance of each child. A student should not be absent from school without the parent's or guardian's knowledge and consent. Verification of absence should be written by parent or guardian.

An absence shall be considered "excused" when a child does not attend school due to illness, injury, death in the immediate family, religious obligation, an emergency, or other exceptional circumstances. Written excuse for such absences should be submitted to school officials by the child's parent or guardian. All other absences with or without written explanation shall be considered unexcused.

The Executive Director shall ensure that administrative procedures and disciplinary actions for student attendance will be contained in each school's parent-student handbook.

ACES Policy 5113.1 Request for Early Dismissal

Request for release of a student during the school day must be handled by the administration to ensure maximum provisions for the safety and welfare of the student. Parents/guardians or designee requesting dismissal before the normal end of the school day for students in grades pre-kindergarten through 12 must make a written request. The designated adult of students in grades Pre-K-8 must come into the school office to pick the student up and sign the student out.

Early dismissal should be requested only in emergency or unusual situations.