

# CAPT. NATHAN HALE MIDDLE SCHOOL

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DENA C. DEJULIUS  
PRINCIPAL

CHRISTIAN A. MARCINCZYK  
DEAN OF STUDENTS

February 8, 2018

Dear Parent/Guardian of \_\_\_\_\_,

At Capt. Nathan Hale Middle School we continually strive to improve student achievement and believe that it all begins with your child's attendance. This letter is to inform you that we have concerns regarding your child's attendance at school.

Presently, \_\_\_\_\_ has been absent and/or tardy the following number of times which is 10% or more school days since the beginning of the school year:

Tardies to date:	
Unexcused absences to date:	
Excused absences to date:	

Coventry Board of Education Policy #5110-A, in compliance with state regulation, defines an excused absence as "a school absence due to illness or injury, a death in the immediate family, a religious obligation, an emergency, or an exceptional circumstance." The policy also defines truancy as "any unexcused absence" as well as "any absence not verified within 24 hours." A student's 10<sup>th</sup> absence and all absences thereafter are considered excused only for a limited number of reasons. Absences related to illness will only be excused when "verified by an appropriately licensed medical professional." State law requires schools to identify and report students who have four (4) unexcused absences in any one month or ten (10) unexcused absences in a school year.

Students may enter the building as early as 7:20AM each day. Instruction begins at 7:40AM each morning.

**NOTE: ALL FUTURE ABSENCES WILL NOW REQUIRE A MEDICAL NOTE FROM A LICENSED MEDICAL PROFESSIONAL TO BE DEEMED EXCUSED, REGARDLESS OF LENGTH OF ABSENCE.**

You are now required, per our attendance policy, to come in and meet with our support staff to determine why your child has missed nine or more days of school and to develop a plan that will promote good attendance. Please contact me at 860-742-7334 ext.4371 or email me at [cmarcinczyk@coventryct.org](mailto:cmarcinczyk@coventryct.org) to set up a meeting.

Sincerely,

Christian A. Marcinczyk  
Dean of Students

