

August 27, 2023

Academy of International Studies Family,

As a school, we will be working to improve attendance this year and you are a vital component of this improvement plan.

We understand that the last few years have been extremely hard, and many absences were due to illness, fear of Covid-19, quarantine or challenges experienced in school or the community. But, when students are absent 18 or more days over the school year they can fall far behind both academically and socially.

We realize that some absences may be unavoidable because of illness or other reasons. However, it is important that your child does not miss school unless absolutely necessary. If your child does need to miss school it is vital that you are in communication with the office or our Family and Community Engagement liaison, Toussaint Careathers.

Our goal is to guarantee that your child has the best opportunity to succeed. Therefore, we will stay on top of making sure you are aware of the number of absence your child has.

* Everyday your child has an unexcused absence you will receive an attendance call.
* After 5 unexcused absences there will be an attendance letter sent home.
* After 9 unexcused absences a second attendance letter will be sent home.
* After 10 unexcused absences a chronic absence intervention meeting may be conducted with the family and school administration. During this meeting an attendance plan will be put in place.
* After 18 unexcused absences, the attendance team will review the absences to determine next steps. Next steps could involve contacting the Department of Children and Families regarding the absences.

To report absence:

Academy of International Studies Office | 860-291-6001 or [aiseofficestaff@crec.org](mailto:aiseofficestaff@crec.org). Toussaint Careathers| 860-291-6001 or tcareathers@crec.org.

