



Dear Audubon Families,

Help us to begin this year with on the right foot. The first step toward successful learning in school is being in class. Prompt arrival and regular school attendance during the year plays a crucial role in a student’s overall academic achievement. Regular attendance is a habit that is best formed in the elementary school years and lays a foundation of success that will be beneficial in middle school, high school and throughout life. Research shows that frequent absences in kindergarten through fifth grade are clearly associated with poor achievement, truancy in middle school and more serious consequences in high school. There are only 168 instructional days in each school year and as you can see – **attendance does matter**. In an effort to support excellent attendance, we will create and work toward meeting personal, class and school wide attendance goals. Please help ensure that your child arrives to school on time and stays until the end of each school day.

Colorado statute and District 11 policies continue to stress the importance of parent/guardian involvement and responsibility in ensuring their students educational development. Furthermore, it’s the responsibility of the parent/guardian to make sure that the children under their care attend school on a regular basis. The Colorado Compulsory Attendance Law was created to make sure that students attend school. Elementary aged students must attend school for at least 960 hours per year. This means that a student may not miss any more than 48 hours or 8 days of instruction. A student who has four unexcused days from school in one month, or ten unexcused days in one school year is considered habitually truant and is subject to interventions at the school and/or district level. Those interventions could include, but are not limited to, family meetings with school administration, attendance contracts and/or disciplinary action at the school and through the District 11 Department of Student Services including the possibility of attendance court. If a student is absent for 10% or more of a reporting period (school year) they are considered chronically absent, regardless of being excused or unexcused, and are subject to the same interventions described above. All of our attendance policies and procedures are located in the Student/Parent Handbook located on the Audubon website. **Absences may only be excused by the school administrator or his/her designee.**

Examples of excused absences may be:

- Temporary illness – a student missing 1-2 days (doctors note required for 3+ days or upon request of school)
- Absence is approved ahead of time by a school administrator
- An unavoidable family emergency
- Student is removed from school for disciplinary reasons

We understand there may be instances where a family chooses to pull a student from school for reasons outside the ones listed above. When these situations are known in advance, we ask that you please complete the pre-arranged absence form. The form is located on the school website or in the front office and should be turned into the office at least 1 week ahead of the absence. Completing this form does not guarantee that your child’s absence will be excused but it does allow school officials to review the absence and make that determination.

We believe that parents want their children to enjoy school and to be successful both academically and socially. Please initiate communication with your child’s classroom teacher, school administrative assistant or school nurse whenever you have important information to share about your child or if you have questions or concerns about your child’s school attendance and their school success. We are here to assist you in any manner that we can and remember that school attendance does matter!

Please cut on the above line and return the signed portion to the school

Student Name: _____ Teacher: _____

I agree to ensure that my child attends school regularly and arrives on time. We agree to partner with the staff of Audubon Elementary to make sure that my child has a successful year.

Parent Signature(s) _____ Date: _____