

# WIS Absenteeism Note

Parents must provide written notification of student absenteeism. The following form may be completed and returned to our School Counselor secretary with your child upon return to school or an email can be sent to Sheri Cacioppo at [scacioppo@branfordschools.org](mailto:scacioppo@branfordschools.org), or Donna Ferraro at [dferraro@branfordschools.org](mailto:dferraro@branfordschools.org) **Parents still must call the school first thing in the morning to report their child absent; however, phone calls and messages alone will no longer be accepted as official notification.** If you have any questions, call Sheri Cacioppo or Donna Ferraro at 203-488-8317 (press #2).

Please complete all fields below in print.

Today's Date: \_\_\_\_\_

Student's Grade: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_

Parent's Full Name: \_\_\_\_\_

Reason for being absent (sick; vacation; funeral/death in family; court appearance; religious holiday):

\_\_\_\_\_

Absent from: \_\_\_\_\_ to \_\_\_\_\_ Return on: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent Contact Number: \_\_\_\_\_