

Cooper City Elementary

2022-2023



ABSENCE GUIDELINES

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***ALL absences MUST BE reported ***

Excusing an Absence

Each parent/guardian* is responsible for their child's school attendance. When a child must be absent, the parent/guardian must report the reason for the absence to the school's Attendance Manager.

This year we are going VIRTUAL!



Report Online

Visit the CCES website at <https://www.browardschools.com/coopercityelem>, Click on the "Report Absence Online" to complete the online form. A copy of the form will go to the school's Attendance Manager **and** to the custodial parent(s). (Make sure your contact information is up to date with the school.)

* Parent includes either or both parents of a student, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of a parent.

Approved Reasons for Excused Absences from Policy 5.5 (Attendance)

Parents should report the reason for an absence within two school days. If requested by the school, the parent must provide documentation of an illness from a licensed health care practitioner.

Students must be in school unless the absence has been permitted or excused for one of the reasons listed below:

1. Illness of student (Physical or Mental Health)
2. Illness of an immediate family member
3. Death in the family
4. Religious holiday
5. Required court appearance or subpoena
6. Special event (needs to be approved by the principal)
7. Scheduled medical or dental appointment
8. Student has a communicable disease

Students on field trips, attending alternative to suspension programs, or in internal suspension programs are not considered absent.

Link to the Attendance Policy

<https://web01.browardschools.com/sbbcpolicies/docs/Policy%205.5.pdf>