Attendance Procedures for CHS Families:

- All absences from school (in-person or remote) must be reported to the CHS Attendance Office. A parent/guardian should email the attendance secretary, Therese Bouchard, at <u>tbouchard@bridgeportedu.net</u> or call the attendance office at 203-275-1518 to report the reason for the absence.
- If an in-school learner cannot physically come to school on a day they are scheduled to but is going to join class remotely for the day, the parent/guardian must contact the attendance office and report the "absence". The parent/guardian should email the attendance secretary, Therese Bouchard, at tbouchard@bridgeportedu.net or call the attendance office at 203-275-1518 to report the reason why the child will not be physically attending school for the day. If approved, the student will receive credit for attending remotely for the day; however, if a pattern emerges, the student will be moved to full-time remote learning.
- If a parent/guardian would like to change the status of their child from "in-school to remote" or from "remote to in-school", the parent/guardian must email the principal, Dr. Graf, at <u>egraf@bridgeportedu.net</u> to change the status of the student.
- As a reminder, all CHS students have the option of attending school in-person 4 days a week. If you are interested in having your child attend 4 days a week, please email Dr. Graf at <u>egraf@bridgeportedu.net</u>