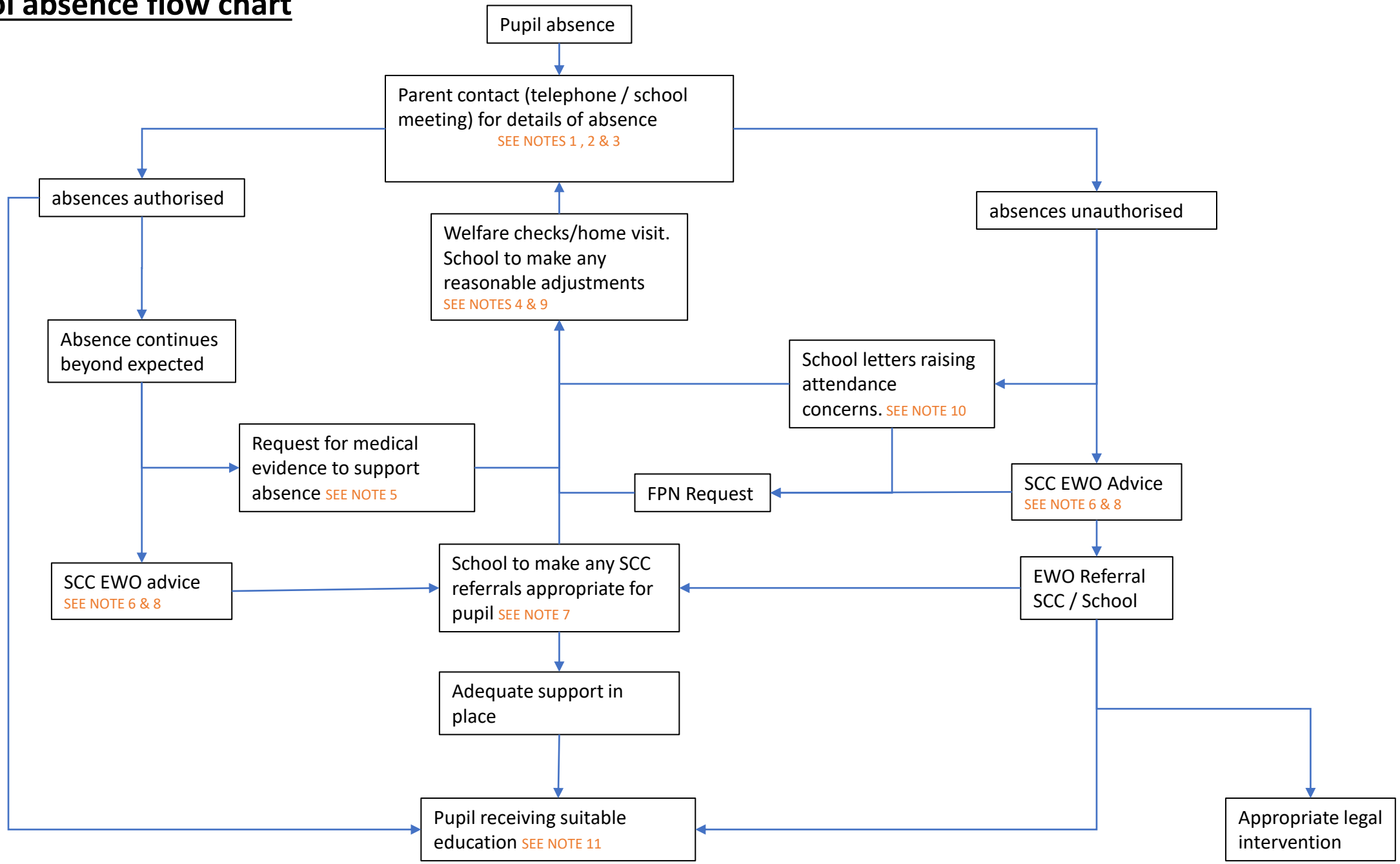Suffolk school absence flow chart