

Torrington School

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Dear Parents and Guardians,

Research shows that absences add up and good attendance is essential to student achievement and academic success. As we start off the beginning of our school year, we wanted to remind you of the Torrington Public Schools Attendance Policy. If you would like to review the complete policy, please refer to Policy #5006 on www.Torrington.org.

Please follow the steps below when your child will be absent from school.

- 1) Call the school attendance line to verify your child's absence.
- 2) **In addition**, you must send in a signed note upon your child's return to school indicating the reason for the absence. The following are considered excused:
 - a. Student illness (verified by an appropriately licensed medical professional)
 - b. Religious holidays.
 - c. Mandated court appearances.
 - d. Funeral or death in the family, or other emergency beyond the control of the student's family.
 - e. Extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and regulation.
 - f. Lack of personal and or private transportation other than that is normally provided by the district. (Buses and or Van transportation is provided to all students).
- 3) Your child's first 9 absences will be marked excused with the submission of a written note from a parent or guardian.
- 4) After your child has been absent a total of 9 days, we require that a doctor's note be Submitted for absences due to illness. Without this level of verification, your child's absence will be considered unexcused.
- 5) Any absence that has not been properly reported and documented shall be considered unexcused.
- 6) Parents and guardians will have 10 school days following a child's return to school to Provide written documentation.

Additionally, the attendance policy states that a child is considered 'truant' when 4 unexcused absences in any one month or 10 unexcused absences in one year. If your child's absence becomes a concern , a meeting with the school team will be scheduled. You may be offered community support resources or referrals may be made to outside agencies.

If your child is missing school for reasons other than illness, please make sure to review the Attendance Policy on our website. Thank you for your cooperation. Please feel free to contact the school social worker if you have questions about this policy.

