

TORRINGTON HIGH SCHOOL



HOME TO SCHOOL NOTE

STUDENT NAME (PLEASE PRINT) _____ GRADE _____

DATE OF ABSENCE(S) _____

REASON FOR ABSENCE:

EARLY DISMISSAL:

DATE _____ TIME OF DISMISSAL _____

NAME OF PERSON PICKING UP STUDENT _____

RELATIONSHIP _____ PHONE NUMBER _____

TARDY:

DATE _____

WAS TARDY TODAY BECAUSE?

PARENT/GUARDIAN NAME (PLEASE PRINT) _____

PHONE NUMBER _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

THIS (TPS) ATTENDANCE POLICY OVERVIEW (TPS Policy #6006)

EXCUSED ABSENCE:

An absence is considered excused if WRITTEN documentation* describing the reason for the absence is received by the school within 10 days of the student's return to school, **AND** the absence meets the following criteria:

- Absences 1-9 may be excused when a parent submits written documentation (***emails and text messages do NOT constitute written documentation**)
- 10+ absences may only be excused with written documentation as follows:
 - o Student illness with verification from a qualified medical professional
 - o Religious holiday
 - o Mandatory court appearance (by the student)
 - o Funeral, death in the family, or other family emergency
 - o Extraordinary educational opportunity pre-approved by district administrators - **NOTE:** family vacations do NOT qualify as extraordinary educational opportunities
 - o Lack of transportation normally provided by the school district

Determination of whether an absence is excused or not will be made by the building principal (or his/her designee)

TRUANT:

A student ages 5-18 years old is considered truant if they have 4 unexcused absences in any 1 month OR 10 unexcused absences in any school year.

EXCESSIVE ABSENCES:

EXCESSIVE ABSENCES WILL RESULT IN LOSS OF CREDIT AT THE HIGH SCHOOL LEVEL.

"Excessive" is defined as:

- 5 or more unexcused absences in a semester course; OR
- 10 or more unexcused absences in a full year course