

**MPS Truancy Warning Letter****Elementary & Middle Schools**

Dear \_\_\_\_\_

I am writing to inform you that **CHILD's NAME** has # unexcused absences from school. These absences result in a loss of valuable instructional time.

I am kindly asking for your assistance and support to ensure that **CHILD's NAME** is in school each day.

Children must attend school on a regular basis in order to be successful. Connecticut law states that parents and guardians are legally responsible for their children's attendance in school. You have already received information from the Middletown Public Schools explaining the attendance policy. You can find that information by going to the district website at [www.middletownschoools.org](http://www.middletownschoools.org) and reviewing the Attendance Policy (5113) and Truancy Policy (5113.2) found in the Policies page found under the Board of Education page.

We are here to support you in any way we can and would be happy to discuss your child's attendance. You may call my office to set up an appointment. You may also call upon the services of our student support staff.

If this becomes a pattern, we must refer this matter to our Truancy Officer.

Please be advised if your child should reach 4 unexcused absences in a month or 10 unexcused absences in a year they are considered to be truant in accordance with Connecticut State Law. Written documentation is necessary to excuse an absence, unfortunately the state statute does not allow it to be written in a form of an email. We will work with you and your child to improve school attendance.

I look forward to working collaboratively with you.

Sincerely,  
Middletown Public Schools

**MPS Truancy Warning Letter**

**High School**

Dear \_\_\_\_\_

We are writing to inform you that **CHILD's NAME** has \_\_\_ unexcused absences from school. These absences result in a loss of valuable instructional time.

We kindly asking for your assistance and support to ensure that **CHILD's NAME** is in school each day.

Children must attend school on a regular basis in order to be successful. Connecticut law states that parents and guardians are legally responsible for their children's attendance in school. You have already received information from the Middletown Public Schools explaining the attendance policy. You can find that information by going to the district website at [www.middletownschoools.org](http://www.middletownschoools.org) and reviewing the Attendance Policy (5113) and Truancy Policy (5113.2) found in the Policies page found under the Board of Education page.

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Please be advised if your child should reach 4 unexcused absences in a month or 10 unexcused absences in a year they are considered to be truant in accordance with Connecticut State Law. Written documentation is necessary to excuse an absence, unfortunately the state statute does not allow it to be written in a form of an email. We will work with you and your child to improve school attendance.

We look forward to working collaboratively with you.

Credit for all course work for this semester will be withheld if a combination of eight or more unexcused absences, tardies, and/or dismissals occur during this semester. We encourage you to see that your student attends school daily. Please review the recorded absence dates that follow. In accordance with the Board of Education policy, if any of these absences are in error, please contact the Grade Office.

Please call the office if you have any questions.

Sincerely,  
Middletown Public Schools