MPS – 9 Day Absences Truancy Letter  
Elementary & Middle Schools

Dear _______________________

As of today your child, **CHILD’s NAME**, has accumulated 9 or more absences from school.

This letter serves as a reminder of the Middletown Public Schools Attendance Policy #5113.

**For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials."**

From this point on we are requiring written documentation for any absence that your child has from school and it will only be excused if they meet the following criteria:

**For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:**

1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
2. Student's observance of a religious holiday;
3. Death in the student's family or other emergency beyond the control of the student's family;
4. Mandated court appearances (documentation required);
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance."

We are here to support you and your child in any way we can and would be happy to discuss your child’s attendance. Due to the excessiveness of these absences, you are required provide in writing one of the above documents or reasons to explain your child's absence.

Thank you for your support.

Sincerely,
MPS – 9 Day Absences Truancy Letter

High School

Dear _______________________

As of today your child, CHILD's NAME, has accumulated 9 or more absences from school. This letter serves as a reminder of the Middletown Public Schools Attendance Policy #5113.

"For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials."

From this point on we are requiring written documentation for any absence that your child has from school and it will only be excused if they meet the following criteria:

"For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:

1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);

2. Student's observance of a religious holiday;

3. Death in the student's family or other emergency beyond the control of the student's family;

4. Mandated court appearances (documentation required);

5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);

6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance."

We are here to support you and your child in any way we can and would be happy to discuss your child's attendance. Due to the excessiveness of these absences, you are required to provide in writing one of the above documents or reasons to explain your child's absence.

As a reminder, 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.

Thank you for your support.

Sincerely,