

## Attendance Policies

Please find below important information from the New York State Education Department and the New York City Department of Education regarding attendance.

- New York State and the New York City Departments of Education require that all absences of **3 or more consecutive days**, due to illness, require a doctor's note indicating that your child may return to school.
- If your child has been absent for any other reason besides illness, or your child did not require medical attention, you must write us a letter upon your child's return to TLC.
- If you know in advance that your child will be absent, please call Elizabeth Loforte, school nurse, 718-290-2715.
- The New York City Department of Education's regulations require TLC to report all absences of **5 or more consecutive days** to the Committee on Preschool Special Education (CPSE). Absence from school without a legal excuse can lead to your child being discharged from the TLC program.
- **Any vacations** you wish to take you should plan to coincide with TLC holidays and school breaks to ensure that your child **does not miss her/his IEP mandated school days. Your child's IEP is a contract with NYC DOE and TLC to provide services.**

Thank you in advance for your cooperation.