

## Attendance Policy

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

- The new York City Department of Health requires that the school contacts parent each day a child is absent.
- New York State Department of Education require that all absences of **5 or more consecutive days**, *due to illness, family emergency, travel* require a doctor's note indicating that your child may return to school.
- New York State Education Department requires that all absences of **5 or more consecutive days, due to family emergency or travel require a note and proof of travel.**
- If your child has been absent for any other reason besides illness, or your child did not require medical attention, you must submit a letter upon your child's return to TLC, stating why your child was absent.
- If you know in advance that your child will be absent, **please call (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 his/her 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.