

Shrewsbury Public Schools

Extended Absence Policy

Below is the policy regarding extended absences during the school year

- The **Principal** MUST receive a letter or email stating:
 1. Child's name
 2. Homeroom teacher name
 3. Session assignment for Preschool and Half Day Kindergarten students
 4. Departure date from school
 5. Expected return date to school
 6. Destination
- If leaving the country, you must supply the school nurse in writing with the following information upon your return
 1. What countries were visited
 2. Any sicknesses incurred while traveling
 3. Any sicknesses incurred to family member that student was traveling with or visiting
 4. Depending on the country visited, a Tuberculosis test may be recommended upon student's return to the US.
- If the absence is for a vacation, student will be marked Unexcused Absence during for the days absent
- Teachers will NOT supply families with work for children to do while on an extended absence. (See student handbook for details on making up work)
- If a child is absent more than 15 school days, the student will be withdrawn from Shrewsbury Public Schools on day 16. If the student returns to residing in Shrewsbury, the parent must bring updated proof of residency to the Registrar at Town Hall before the student can return to school. Accepted proof of residency are:
 1. SELCO bill (dated within last 30 days)
 2. Nstar bill (dated within last 30 days)
 3. Newly signed Lease (dated within last 30 days)
- Whenever possible, if a student returns to school, we will try to place the child into the same classes as before the student left.

Students in the Preschool Program must also pay the full tuition for the time away before leaving in order to hold child's place in the program. If not paid, the spot will be filled with someone from the wait list and when the student returns, if no spots are available, we will be pleased to place your child on the wait list. If the student is re-admitted to the program, tuition for the time absent may be charged.

Students attending Full Day Kindergarten, tuition must be paid in full for the time away before leaving in order to hold the full day spot. If payment is not received, the child will be placed in a half day program upon return unless a spot is available in the full day program. If the student is re-admitted to the full day program, tuition for the time absent may be charged.