

Shrewsbury Public Schools Extended Absence Policy

Below is the policy regarding extended absences during the school year for students in preschool through grade 12.

The principal and homeroom teacher must receive a letter or email stating:

1. Child's name
2. Homeroom teacher name
3. Departure date from school
4. Expected return date to school
5. 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

Depending on the country visited, a Tuberculosis test may be required by the school nurse upon student's return to the US.

If a child is absent for 15 or more consecutive school days, the child will be unenrolled from the district. Upon return, the parent must bring updated proof of residency to the School Department before the student can return to school:

1. Lease agreement, purchase & sale agreement, deed, or property tax bill
2. SELCO bill (dated within last 30 days)

If a child is absent up until the end of the school year, regardless of how many days absent, the child will be unenrolled from the district. Upon return, the parent must submit the New Student Registration form (<https://schools.shrewsburyma.gov/studentreg>). All documents may be requested again, including proof of residency.

Whenever possible, when a student returns to school, we will try to place the child into the same classes (same teacher) as before the student left.

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.

Once a student returns, if they are unable to complete their grade level work by the end of the school year, they may be retained. Please check our student handbook policy which states, "Promotion from grade to grade is based primarily upon a student's satisfactory academic achievement and good attendance report. Students considered for retention are those who have not achieved the minimum standards expected for the respective grade level and/or those who have not fulfilled attendance requirements."

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