April 8, 2014

TO: Chief School Administrators
Charter School Lead Persons

FROM: Pamela J. Castellanos, Coordinator
County Office Administrative Unit

SUBJECT: Take Our Children to Work Day-April 24, 2014

The New Jersey Department of Education is providing information to school districts that choose to allow students to participate in “Take Our Children to Work Day” (TOCTWD) activities by affording them the opportunity to discuss what they have learned once they return to school. In previous years, the day has been a success due to the cooperative efforts of thousands of parents, schools, businesses, organizations and other concerned individuals who demonstrated their interest in children’s education and participation in the work force.

Districts that allow students to participate in “Take Our Children to Work Day,” must account for their absence from school in accordance with the School Register Manual, Section 3.4, Instructions for Completing the Attendance Record. It states that a student who is absent for “Take Our Children to Work Day” will have fewer possible days in attendance than the regular 180 days of attendance. When calculating student attendance, students who participate in TOCTWD will have only 179 possible days of attendance. To view the School Register Manual online click on the following link, http://www.state.nj.us/education/finance/register/register.pdf. If you have additional questions, please contact my office at 609-984-6755 or email countyoffices@doe.state.nj.us.

c: Members, State Board of Education
David C. Hespe, Acting Commissioner
Senior Staff
NJ LEE Group
Garden State Coalition of Schools
Executive Directors for Regional Achievement Centers
Executive County Superintendents
Executive County School Business Administrators