



San Juan Unified School District

3700 Garfield Ave. Carmichael, CA 95608

ELEMENTARY ATTENDANCE NOTIFICATION

For more information see pages 31-33 in the Parent Handbook

Positive attendance supports your student's achievement. Every day a student misses school, he/she is at risk of falling behind academically. Not only is the missed day lost, the return day is spent catching up. Every day a student attends school is also a lesson in responsibility and commitment.

Chronic absenteeism is defined as missing 10 percent or more of the school year which is equivalent to 18 days out of a 180-day school year regardless of whether absences are excused or unexcused. Truancy refers to unexcused absences and connotes inappropriate student behavior.

Below are the District's policies and procedures for providing notification of a student's absences to the school. Please review and follow the reporting procedures. Please sign and return this document as directed by your student's school.

1. REPORTING ABSENCES:

- Student safety will always remain our number one concern, so always notify the Attendance Office 24 hour line when your child will not be at school.

2. CLEARING ABSENCES:

- Parents must clear all absences within 5 school days.
- To clear your child's absence call the automated attendance number. This line is available 24 hours a day. A Parent can also send a note with their child, or email the school.
- If you do not notify the school of your child's absence the school will contact you to clear your child's absence. You need to respond to the school's request/communication in order to clear your child's absence.
- If an absence is not cleared within 5 days it will be recorded as a cut.
- **Verification of Illness:**

San Juan Unified School District allows each parent to excuse up to 10 days without verification of illness from a medical professional or school employee. Anytime your child has a doctor's appointment and/or documentation requiring them to stay home from school, provide this verification immediately to the attendance office when your student returns to school. These absences will be recorded as verified and will not take away from the 10 day parent excused limit.

3. LEGALLY EXCUSED ABSENCES

- Illness
 - **The District allows 10 days (or the equivalent number of periods) of 'all day' illness without doctor's verification. Absences after that will be recorded as unexcused.**
 - **Thus whenever you have a doctor's verification it should be submitted.**
- Quarantine under the direction of a county
- Medical, dental, optometry, or chiropractic services rendered
- Attendance at funeral services for a member of immediate family
- Jury Duty in the manner provided by law
- Pupil is a custodian of a child who is ill or has a medical appointment during school.
- Religious holidays
- The following may be excused by the principal with advance approval:
 - Court Appearance
 - Employment Interview
 - Religious retreats
 - Family emergencies
 - Additional days for funerals of immediate family members



4. UNEXCUSED ABSENCES

- Missed the bus
- Out of town
- Family vacation
- Any illness other than the student's illness
- Accompany parent to a parent's appointment, etc.

5. INDEPENDENT STUDY

If a child will be out of school for five or more days for an unexcused absence (including family vacations), parents need to contact the office at least two weeks in advance of the absence to inquire about an Independent study contract. However, an Independent study contract is a privilege not a right.

6. CHRONIC ILLNESS

If your student has a diagnosed chronic illness, you may receive a physician's authorization to excuse absences for your child. The form requires the treating physician to verify the diagnosis and list symptoms that would not necessitate an office visit, but require the student to remain home from school. With this authorization, the parent sends a note when the child returns to school listing one or more of the symptoms the physician has identified. These absences will be considered doctor verified (excused).

7. TARDY AND EARLY DISMISSAL PROCEDURES

- Students should arrive to school in a timely manner. Tardy or late students must stop at the office to check in.
 - Un-excused tardies over 30 minutes count toward truancy.
 - (Excused tardies=verified medical appointment, late bus, SARB, or illness).
- Students leaving school during the day must have a parent/guardian come to the office to sign the student out.

8. TRUANCY

- State law defines a truant as a student who has an unexcused absence or is more than 30 minutes tardy three or more days in one school year or a combination of unexcused absences and over 30 minute tardies.
- Written notices of truancy and excessive absences are required by law. Parents will receive a letter if their child has been absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year or any combination thereof. A second truancy letter will be sent if the child has two additional unexcused absences. The parent will receive a third truancy letter if a child has one additional unexcused absence, and a parent conference will be required with the school administrator to discuss the child's absence and how the school can work with the family to ensure the child's success in school.

9. EXCESSIVE ABSENCE NOTIFICATIONS

If a student has 10 days of parent verified excused absences recorded, the parent will receive a Child Welfare & Attendance letter requiring them to provide doctor/dentist etc. verification of illness or treatment for any absence or tardy over 30 minutes. Thereafter when the student is too ill to attend school, absences without verification from a medical professional or school employee will be recorded as unexcused.

■ I have read these procedures and understand it is my responsibility to meet the attendance and notification requirements.

PARENT SIGNATURE **DATE**

STUDENT NAME **GRADE/SCHOOL**