

# San Juan Unified School District

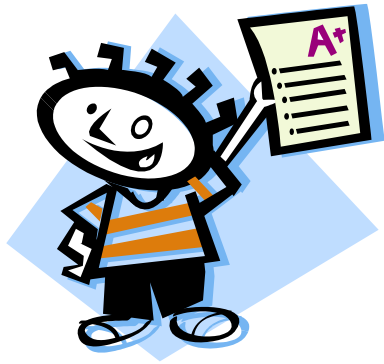
Every Day Counts!

Miss School. Miss Out!

Attendance Awareness



San Juan  
Unified School District

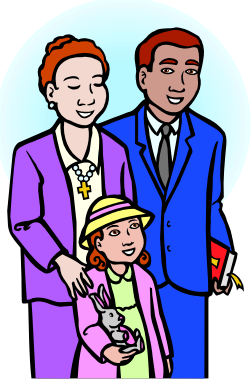


## Working together for all students to attend school every day!

- Consistent school attendance is one of the most reliable predictors of student success.
- Everyone has a role in improving school attendance. Student attendance and academic achievement are cooperative responsibilities between the student, family, and school.
- Student attendance for even part of the day means greater student achievement and greater resources.

# Did you Know?

- Starting in kindergarten, too many absences can cause children to fall behind.
- Missing 10 percent of school (about 2 days a month) makes it harder to learn to read.
- Being late to school disrupts the start of class and can make your child miss lessons.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- Good attendance will help children do well in high school, college, and at work.



# Attendance Policy

Ed Code 48200, 48290

- State law requires parent/guardians of children ages 6 to 18 to send their children to school.
- Once you enroll your child you are obligated by compulsory education laws to follow the attendance policy.

# District Absence Reporting Policy

- Parents receive 10 days each school year to excuse their child's illness absences without needing to provide medical verification.
- Absences must be cleared with the school within 5 business days or the absences will be coded unexcused after 10 days of passed without contact.
- School must be notified the first day of absence and each day your student is absent.
- No more than three days of absence in a row is allowed for lice.
- Anytime your child has a health appointment provide documentation from the professional care provider. This verifies the absence and does not take away from 10 day parent excused limit.

# Attendance Codes

- **A = un-cleared absence**
- **Y = cut truancy** (student cutting school or un-cleared absence after 10 days)
- **C = verified cut** (parent or administration verified student cutting)
- **E = sick excused**
- **X= documented unexcused** (parent called but reason given unexcused by law)
- **V= documented excused** (court dates, doctor excused and other reasons by law)
- **T= late 30 min. or less**
- **B= late over 30 min. (truancy)**
- **D = on-site suspension**
- **S = off-site suspension**
- **I = independent study earned**
- **J = independent study unearned**

# Absences Allowed by Law (Excused)

Ed codes 46010, 48205

The following circumstances are considered excusable absences:

## Illnesses:

- Contagious conditions
- Temperature of 100 degrees or more
- Vomiting or diarrhea

## Other Absences:

- Quarantine
- Medical, dental, optometric or chiropractic services
- Student's child is ill or has medical appointment.

- Funeral services of immediate family – 1 day excused if in CA, 3 days if out of CA.
- Personal reasons – court appearance & religious holiday or ceremony

(must notify the administrator in advance for the above reasons)

# Unexcused (Truant) Absences

A full or partial day absence from school without a valid excuse

Attendance codes: B, C, X, Y

- Uncommunicated Absence
- Vacation
- Babysitting
- Parent illness/appointment
- Car trouble
- Missing the bus
- Refusing school



# Long Term Absences

- Vacation
- Family Trips
- Family Emergency

\* The San Juan Unified School District does not hold the enrollment of any student with a long term absence. The student will have to reenroll upon return.

Central Enrollment is located at:  
3700 Garfield Avenue  
Carmichael, CA 95608

# Truancy

Ed Codes 48260, 48273

- The State considers a student truant after an accumulation of 3 days of unexcused absences or the student is tardy over 30 minutes or more 3 days in one school year or a combination of unexcused absences and over 30 minute tardies.
- State law requires the district to notify parents/guardians in writing when a student has reached truancy status.

# Truancy Letters

Ed Code 48260.5, 46011

- Attendance letters are computer generated
- Attendance codes B, C, X, and Y will generate letters.
- Parents will receive a letter if their child has the equivalent of at least 3 days of unexcused absences or 3 over 30 minute tardies, or any combination of absences and over 30 minute tardies.
- A second letter will be sent if the child has an additional 3 days of unexcused absences.
- A third letter will be sent if the student has 3 additional day of unexcused absence.

# Attendance Intervention

**AT RISK:** Students at risk of a pattern of chronic absence or truancy

- Phone calls home from the student's school
- School meeting to discuss attendance barriers with a signed Habitual Truancy Conference (HTC) contract
- Resources provided to address attendance issues

**MODERATE:** Students with a pattern of moderate chronic absence or truancy

- Home visits
- Review of the signed HTC attendance contract
- Intervention by the assigned School Community Worker

**SEVERE:** Students with a pattern of severe chronic absence or truancy

- Referral to Student Attendance Review Board (SARB)

# San Juan Unified School District

## Attendance Improvement Program

### School Attendance Review Board

San Juan Central  
3700 Garfield Ave, Room 9  
Carmichael, CA 95608  
Phone: (916) 979-8604

Victoria Rochester, Child Welfare and Attendance Supervisor  
Lori Kehoe, SARB Secretary

Elina Gudino, SCW  
Steffanie Kramer, SCW  
Steve Duong, SCW  
Candace Yokoyama, SCW  
Melissa Tachiera, SCIS