



San Juan Unified School District

3700 Garfield Ave. Carmichael, CA 95608

SCHOOL ATTENDANCE NOTIFICATION

For more information refer to the SJUSD Family 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 or tardies over 30 minutes.

Below are the District's policies and procedures for providing notification of a student's absences to the school. 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.
- You must respond to the schools request/communication attempts to clear absences.
- 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
- Quarantine under the direction of a county or city health officer
- Medical, dental, optometry, chiropractic or mental health services
- Attendance at funeral services for a member of immediate family (see SJUSD Family Handbook)
- 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
- For the purpose of serving as a member of a precinct board for an election
- For the purpose of spending time with a member of the student's family, who is an active duty member for the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support position
- For the purpose of attending the student's naturalization ceremony to become a United States Citizen
- Religious purposes (see SJUSD Family Handbook)

The **following may be** excused by the principal with advance approval:

- Court Appearance
- Employment Interview
- 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. SHORT TERM 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. Unexcused tardies over 30 minutes count toward truancy. (Excused tardies=verified medical appointment, SJUSD transportation, SARB Hearing, or illness).
- Students leaving school during the day must be excused by a parent or guardian by following school protocol.

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 student has 3 unexcused absences or tardies of over 30 minutes or a combination thereof.
- Additional truancy letters are sent at 6 and 9 unexcused absences (Tru 2 & Tru 3 letters)

****School administration may conduct a parent meeting to discuss attendance concerns****

9. EXCESSIVE ABSENCE NOTIFICATION (Child Welfare and Attendance Letter)

Serves as notification that the district's parent verified absence limit (10) has been reached. Further illness related absences must be excused by a doctor's note.

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

PARENT SIGNATURE

DATE

STUDENT NAME (Print)

GRADE/SCHOOL