

MY CHILD WAS ABSENT TODAY... WHAT SHOULD I DO?

For appointments with a HEALTH CARE PROFESSIONAL:

- **Bring a note** from the doctor's office stating the date and time
- If student **begins classes or returns to school** on the same day as the appointment and provides a valid note upon return no absence will be recorded

OTHER ABSENCES require a parent note following these guidelines:

- **Write on paper** – emails will not be accepted
 - Include:
 - Student first and last name
 - Grade
 - Id number (If known)
 - Date
 - Reason for absence
- **Sign and date by a parent/guardian** – notes signed by students under 18 will not be accepted
- **Submit note within three school days** of the student's return or the absence will be considered UNEXCUSED and count toward truancy

For more information contact
your campus Attendance Office



DID YOU KNOW?



TRUANCY

State law dictates that children who are enrolled in Pre-Kindergarten/Kindergarten as well as those aged 6-19 must attend school. Any student absent without parent/guardian or school permission and documentation may be considered truant.

90% RULE

To receive credit or a final grade in a class, students must attend at least 90% of the days the class is offered.

EXCUSED/UNEXCUSED ABSENCES

Absences in which a doctor's excuse or a signed and dated parent note describing a valid reason that is received within 3 days of the absence will be **EXCUSED**. Undocumented or unacceptably documented absences are considered **UNEXCUSED**.

ATTENDANCE LETTERS

Students with unexcused absences for **THREE OR MORE** days or parts of days within a four-week period or **TEN OR MORE** days or parts of days in a six-month period will receive a standard, district-generated attendance letter.

DOCTOR VISITS

Health care professional appointments must be face-to-face consultations and documented with a note from the doctor. Phone or video (telemedicine or teledoc) appointments may be excused with a valid parent note.

COLLEGE VISITS

Juniors and Seniors may take up to two days for college campus visits per year. Upon return students must bring documentation from the institution or a signed parent note stating date and purpose of visit.