

After an Absence

For appointments with a Health Care Professional:

- **Bring a note** from the office stating the date and time
- No absence will be recorded if student **begins classes or returns to school** on the same day as the appointment and provides valid documentation from the health care professional

Other absences require a parent note:

- **Write on paper** – emails will not be accepted
 - Include:
 - Student first and last name
 - Grade
 - Id number (if known)
 - Date of absence
 - 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 towards truancy



For more information contact your campus Attendance Office

Did you know?

Truancy:

State law dictates that children who are enrolled in Pre-Kindergarten or 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. Absences with unacceptable or no documentation are considered unexcused.

Attendance Letters:

Students with unexcused absences for three or more days or parts of days within a four-week period or seven 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 by a doctor licensed, certified, or registered to practice in the United States. 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. Students should pick up a College Visitation Request Form from the campus Attendance Office and return it signed along with documentation from the institution stating date and purpose of visit.