



Types of Absences during the Regular School Year

Education Code sections 46010 and 48205 identify the **Acceptable** reasons for "excused" absences. Students who are "excused" must be given opportunity to complete work which is reasonably close to, but not necessarily identical to, missed work. The types of absences identified in these codes include the following:

- Personal illness (school may require a doctor's note and will require doctor's verification if school deems absences are excessive)
- Quarantine under the direction of health officer
- Personal medical appointment (may require doctor's note)
- Funeral services of parent, sibling, grandparent, brother-in-law, sister-in-law, or any relative living in the student's immediate household (limit is one day in the state, and three days out of state). Any additional days exceeding allotted amount will be unexcused.
- Student serving on jury duty
- Exclusion for medical reasons (not to exceed 5 school days)
- Personal court appearance (requires verification)
- Prior Principal approval for employment conference
- Observance of a religious holiday or ceremony (recommend three days advance notice to school).
- Religious retreat (limited to four hours per semester)
- For the purpose of attending the pupil's naturalization ceremony to become a United States citizen [AB 1593]
- He/She is the custodial parent of a student who is ill or has a medical appointment during school hours (school may require a doctor's note and will require doctor's verification if school deems absences are excessive)

Unacceptable reasons for being absent from school are considered unexcused (truant). They include, but are not limited to, the following:

- Going to work with parent/guardian or other family member
- Going on vacation
- Going to a concert
- Visiting a college not associated with a school field trip
- Babysitting, taking care of other family members
- Under the influence of alcohol or other drugs
- Traffic
- Personal problems
- Repairing car or household items
- Waiting for service or repair people to come
- Visiting a sick family member
- Student refusing to go to school
- Attending a personal sporting event not associated with the school
- Homelessness
- Other reasons not included in the Education Code sections 46010 and 48205



How to Clear Absences & Avoid Truancies

If your student will be absent from school, you must contact the school immediately to provide a reason for the absence. Clearing absences through the school will ensure your student's attendance status is in good-standing. Outlined below are guidelines for understanding how absences are coded and cleared through the enrollment and attendance office by grade level.

Elementary Schools

If your child will be absent from school, **contact the school immediately** to let them know the reason for the absence. Students may be marked as truant for the following reasons:

- If the parent/guardian does not contact the school directly or submit a signed note explaining the reason for absence, the absence will be coded **UNV (Unverified Absence)** and the student will be marked as truant for that day. Parents/Guardians will have three weeks from the date of absence to contact the school and clear the unverified absence.
- If the parent/guardian contacts the school but the reason for the absence is inexcusable, the absence will be coded **OTHR (Other Reason Inexcusable)** and the student will be marked as truant for that day and cannot be cleared.
- A student who is tardy to school 30 minutes or more can only be cleared with a medical note from a doctor or proof of medical appointment for the time missed. If no medical note is provided the tardy will be coded **T>30 min (Tardy in excess of 30 minutes)** and the student will be marked as truant for that day.
- Vacations taken during the school year are inexcusable and will be coded **OTHR**. The student will be marked as truant for each vacation day absent.
- Parents must call the school or send a note for any health-related absence. After 10 days of health-related absence each additional health related absence must be cleared by a doctor's note or they will be coded as **OTHR**.

Truancy notification letters will be sent home to parents/guardians after a specified number of truant absences (UNV, OTHR, T>30 min) that occur within one school year:

- After 3 days of truant absences: Truancy Letter #1 (First Notification of Truancy)
- After 4 days of truant absences: Truancy Letter #2 (Second Notification of Truancy)
- After 5 days of truant absences: Truancy Letter #3 (Notification of Habitual Truancy) and Student Attendance Review Team (SART) meeting scheduled. The SART meeting will be held at the school site with the parent/guardian or educational rights holder.



Middle & High Schools

If your child will be absent from school, **contact the school immediately** to let them know the reason for the absence. Students may be marked as truant for the following reasons:

- If the parent/guardian does not contact the school directly or submit a signed note explaining the reason for absence, the absence will be coded **UNV (Unverified Absence)** and the student will be marked as truant for that class period or day. Parents/Guardians will have three weeks from the date of absence to contact the school and clear the unverified absence.
- If the parent/guardian contacts the school but the reason for the absence is inexcusable, the absence will be coded **OTHR (Other Reason Inexcusable)** and the student will be marked as truant for that class period or day and cannot be cleared.
- A student who is tardy to school 30 minutes or more can only be cleared with a medical note from a doctor or proof of medical appointment for the time missed. If no medical note is provided the tardy will be coded **T>30 min (Tardy in excess of 30 minutes)** and the student will be marked as truant for that class period or day.
- Vacations taken during the school year are inexcusable and will be coded **OTHR**. The student will be marked as truant for each vacation day absent.
- Parents must call the school or send a note for any health-related absence. After 10 days (60 class periods) of health-related absence each additional health related absence must be cleared by a doctor's note or they will be coded as **OTHR**.

Truancy notification letters will be sent home to parents/guardians after a specified number of truant absences (UNV, OTHR, T>30 min) that occur within one school year:

- After 3 days (18 class periods) of truant absences: Truancy Letter #1 (First Notification of Truancy)
- After 4 days (24 class periods) of truant absences: Truancy Letter #2 (Second Notification of Truancy)
- After 5 days (30 class periods) of truant absences: Truancy Letter #3 (Notification of Habitual Truancy) and Student Attendance Review Team (SART) meeting scheduled. The SART meeting will be held at the school site with the parent/guardian or educational rights holder.