ATTENDANCE FAQs

Understanding your student's Attendance Codes

The following codes are used to identify the type of absence:

Excused Absence	D, F, J, R, S, V, K, 1, 2, 3
Unexcused / Unverified (Truant)	A, P, T, U
Tardy / Late	C, L, M, Z
Present / Other	B, E, G, H, I, O, Q, W, X, Y

Need to report or request an absence?

Please use our Google Form to notify the school of an absence or request consideration for an excused absence.

What is the role of the attendance office?

The attendance office is responsible for monitoring student attendance, tardiness and truancy daily, adjusting attendance based on testing and other school events. We are here to help students and families be successful and support you with any questions or concerns you may have.

Do excused absences count towards chronic absenteeism?

Yes. Both excused and unexcused absences count toward a student's overall absences and may contribute to chronic absenteeism. Chronic absenteeism generally refers to missing 10% or more of school days, regardless of the reason for the absences.

Chronic absenteeism is different from truancy, which is based on absences or tardies without a valid excuse.

What is truancy and why is it important?

Under California law, a student subject to compulsory education may be classified as a truant when the have:

- **3 full days** absent without a valid excuse in one school year; or

- Been tardy or absent for **more than 30 minutes** without a valid excuse on 3 occasions in one school year; or
- A combination of these.

Schools are required to follow applicable truancy notification and intervention procedures. Addressing attendance concerns early can help prevent further absences and connect students and families with support.

What can happen if my child becomes truant?

The school may initiate attendance interventions, parent/guardian notifications, meetings, and additional steps as required by law and district procedures. Continued attendance concerns may lead to a referral to the School Attendance Review Board (SARB) or other applicable interventions. Certain circumstances may also carry legal consequences.

If you receive an attendance notice, please contact the school to discuss your student's attendance and available support.

What is considered an excused and unexcused absence?

California law recognizes certain reasons for excused absences, including:

- Student illness, including qualifying mental or behavioral health-related absences;
- Medical, dental, optometric, chiropractic appointments, etc;
- Quarantine directed by a county or city health officer;
- Qualifying funeral, bereavement, and other circumstances recognized by law;
- Certain justifiable personal reasons, when applicable requirements are met.

Other absences, such as vacations, shopping trips, or personal activities, may be considered unexcused unless they qualify under applicable law or district policy.

Some absences may require additional information, verification, advance written notice, or administrative approval. Please contact the Attendance Office if you have questions about your specific circumstances.

How can I report or request an absence?

Absence notifications and requests may be submitted through our Google Form.

You may also call the school:

- **Phone[insert Attendance office phone number]**
- **Email**
- **ParentSquare Parent Portal**

Please include your name and relationship to the student, your students name, ID number if available, dates of absences, and reason for the absence.

What happens when my child is tardy?

Students arriving late to school or class should follow the school's check in procedures and obtain a tardy pass when required.

Tardies are recorded as part of the student's attendance record. Depending on the circumstances, excessive tardies may lead to attendance interventions or truancy procedures.

Families may receive attendance notifications based on school procedures and notification settings.

What can I do if I am concerned about my child's attendance?

Please reach out to your child's teachers, counselor, or the Attendance Office. We can help answer questions, review attendance concerns, and connect you with appropriate school resources.

If you have specific questions or concerns, please contact the school attendance office.