

Regulation 5113: Absences And Excuses

Status: ADOPTED

Original Adopted Date: 04/27/2021 | **Last Reviewed Date:** 04/27/2021

Excused Absences

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic appointment (Education Code 48205)
4. Attendance at funeral services for a member of the student's immediate family (Education Code 48205)

Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

5. Jury duty in the manner provided by law (Education Code 48205)
6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observance of a religious holiday or ceremony
 - d. Attendance at religious retreats for no more than four hours per semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization

8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

10. Attendance at a naturalization ceremony to become a United States citizen (Education Code 48205)

11. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school (Education Code 46014)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)

12. Work in the entertainment or allied industry (Education Code 48225.5)

Such absence shall be excused provided that the student holds a work permit authorizing such work and is absent for a period of not more than five consecutive days and up to five absences per school year. (Education Code 48225.5)

13. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

Method of Verification

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification.
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.
 - b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

1. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of

the student's parent/guardian (Education Code 46010.1)

2. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall include the full text of Education Code 48205. (Education Code 48980)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
5 CCR 306	Explanation of absence
5 CCR 420-421	Record of verification of absence due to illness and other causes
Ed. Code 1740	Employment of personnel to supervise attendance (county superintendent)
Ed. Code 37201	School month
Ed. Code 37223	Weekend classes
Ed. Code 41601	Reports of average daily attendance
Ed. Code 42238-42250.1	Apportionments
Ed. Code 46000	Records (attendance)
Ed. Code 46010-46015	Absences
Ed. Code 46110-46120	Attendance in kindergarten and elementary schools
Ed. Code 46140-46148	Attendance in junior high and high schools
Ed. Code 48200-48208	Children ages 6-18 (compulsory full-time attendance)
Ed. Code 48210-48216	Exclusions from attendance
Ed. Code 48225.5	Work permit; excused absence; entertainment or allied industries; participation in not-for-profit performing arts organization
Ed. Code 48240-48246	Supervisors of attendance
Ed. Code 48260-48273	Truants
Ed. Code 48292	Filing complaint against parent
Ed. Code 48320-48324	School attendance review boards
Ed. Code 48340-48341	Improvement of student attendance
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49067	Unexcused absences as cause of failing grade
Ed. Code 49701	Provisions of the interstate compact on educational opportunities for military children
Elec. Code 12302	Student participation on precinct boards
Fam. Code 6920-6930	Consent by minor for medical treatment
W&I Code 11253.5	Compulsory school attendance
W&I Code 601-601.5	Habitually truant minors

Management Resources References

	Description
Attorney General Opinion	66 Ops.Cal.Atty.Gen. 244 (1983)
Attorney General Opinion	87 Ops.Cal.Atty.Gen. 168 (2004)
Court Decision	American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307

CSBA Publication Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010

Website CSBA - <https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Cross References

Description

0450 Comprehensive Safety Plan - <https://simbli.eboardsolutions.com/SU/VHpmslshPyNWCyBemnJSIDJsw==>

0450 Comprehensive Safety Plan - <https://simbli.eboardsolutions.com/SU/1dsw76abSEdslshvKyikslshhnGg==>

3516 Emergencies And Disaster Preparedness Plan - <https://simbli.eboardsolutions.com/SU/6jsZQfI8Tp7tsh8r7HFqeTQ==>

3516 Emergencies And Disaster Preparedness Plan - <https://simbli.eboardsolutions.com/SU/0wmYL08fSQqEoFTDKhoLuw==>

4119.41 Employees With Infectious Disease - <https://simbli.eboardsolutions.com/SU/NLnoslshnSBQNAplusfuRBQLrmhQ==>

4219.41 Employees With Infectious Disease - <https://simbli.eboardsolutions.com/SU/ZXWp1VL3PrxiUjF1Maa2A==>

4319.41 Employees With Infectious Disease - <https://simbli.eboardsolutions.com/SU/dcGclj7j3kuh4UrNvBAqog==>

5000 Concepts And Roles - <https://simbli.eboardsolutions.com/SU/U7slshdZLRskw2Devz15Qlfpw==>

5020 Parent Rights And Responsibilities - <https://simbli.eboardsolutions.com/SU/BYGslsh2pAm7MLdsT2gs1dKSA==>

5020 Parent Rights And Responsibilities - <https://simbli.eboardsolutions.com/SU/slshHoDVIT9OtXGgomE47r0Qg==>

5112.1 Exemptions From Attendance - <https://simbli.eboardsolutions.com/SU/ftx5o5M3k92CgHsYMjJvxA==>

5112.1 Exemptions From Attendance - <https://simbli.eboardsolutions.com/SU/Z18JplusK2vQQYqLsNpclFzWg==>

5112.2 Exclusions From Attendance - <https://simbli.eboardsolutions.com/SU/NLSpIuspjzbEzxGIT6fnG1MTg==>

5112.5 Open/Closed Campus - <https://simbli.eboardsolutions.com/SU/o8KCUM5BRTkBXz3ftrbebA==>

5113.1 Chronic Absence And Truancy - <https://simbli.eboardsolutions.com/SU/XmrNHQdyzQDOUpMtGt3G3A==>

5113.1 Chronic Absence And Truancy - <https://simbli.eboardsolutions.com/SU/BTqfAplusf8zDjF117T50Sltw==>

5113.11 Attendance Supervision - <https://simbli.eboardsolutions.com/SU/9GDqL0xMdYm9f6plusxvtoAbg==>

5121 Grades/Evaluation Of Student Achievement - <https://simbli.eboardsolutions.com/SU/l6m6NSAChofdY5QBrCdTbA==>

5121 Grades/Evaluation Of Student Achievement - <https://simbli.eboardsolutions.com/SU/SplusJDHovuJaQPINAT9U3yIA==>

5131 Conduct - <https://simbli.eboardsolutions.com/SU/YaK6QyseRxMbCcn39Zuuuw==>

5131.4 Student Disturbances - <https://simbli.eboardsolutions.com/SU/SYeEWXckrdmUL1iplusGBYkDQ==>

5131.4 Student Disturbances - <https://simbli.eboardsolutions.com/SU/pXeBLQ6j06plusAR3HpIFkWiA==>

5141.21	Administering Medication And Monitoring Health Conditions - https://simbli.eboardsolutions.com/SU/v5knsIshWqIrcAplus2YShNRRlwA==
5141.21	Administering Medication And Monitoring Health Conditions - https://simbli.eboardsolutions.com/SU/niHbeyqLj1YAycpXuL7CEg==
5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/pLQkTUdk9grVsPFRu0xBNQ==
5141.22	Infectious Diseases - https://simbli.eboardsolutions.com/SU/IL7IFODA78aHUixMzHvk3w==
5141.33	Head Lice - https://simbli.eboardsolutions.com/SU/dWxg3Tn7AWz7ZJbP0zujvQ==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/Jfaw0AplusKpluss9H7DoQ5vxi2Q==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/0vVCYnQfPw2ucqdcPOQWQ==
5145.6	Parental Notifications - https://simbli.eboardsolutions.com/SU/ztgU97slshfHqayWM73A65cJQ==
5145.6-E PDF(1)	Parental Notifications - https://simbli.eboardsolutions.com/SU/nsalaUsIsh25kQrdmDSWc0oVg==
5146	Married/Pregnant/Parenting Students - https://simbli.eboardsolutions.com/SU/omt4ISyMzgxknEogkMlzpww==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/5jHnzQoNT6mijArVpDOU5w==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/9lZK6rwQv5JLHbScQRBTzA==
6111	School Calendar - https://simbli.eboardsolutions.com/SU/D523mTLNnrm3y6Y3rdZADQ==
6112	School Day - https://simbli.eboardsolutions.com/SU/KNhGV9ZzpvFQNMCCg6ia6g==
6112	School Day - https://simbli.eboardsolutions.com/SU/nplusSilTceqiQ895X6f31DHA==
6141.2	Recognition Of Religious Beliefs And Customs - https://simbli.eboardsolutions.com/SU/AXV0iX7Pj7xwoLIJKd9gaQ==
6141.2	Recognition Of Religious Beliefs And Customs - https://simbli.eboardsolutions.com/SU/KplusE5etpJCYDslshIS0j3oehAg==
6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/lgleFgWpvVf4qbZgplusLmSpg==
6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/ipf07lplusbqF5FMx1rohEciQ==
6154	Homework/Makeup Work - https://simbli.eboardsolutions.com/SU/s0JJbccGdb4BkIZF5JzKMw==
6154	Homework/Makeup Work - https://simbli.eboardsolutions.com/SU/WERAZbwfSgyJ17xwTxhrlw==
6158	Independent Study - https://simbli.eboardsolutions.com/SU/MtbRe1VWW2iTqkFOW6bcZg==
6158	Independent Study - https://simbli.eboardsolutions.com/SU/F1e2A2OfbXJ19nVCbxmSHg==
6164.2	Guidance/Counseling Services - https://simbli.eboardsolutions.com/SU/y4tcoAbJ6sg4pxcZBGj8nQ==
6173.2	Education Of Children Of Military Families - https://simbli.eboardsolutions.com/SU/O8tdaN5HY9dEce71Pzn5dQ==

- 6173.2 Education Of Children Of Military Families -
<https://simbli.eboardsolutions.com/SU/Xnslshjkiv4CBvm0zm1plusifH6A==>
- 6176 Weekend/Saturday Classes -
<https://simbli.eboardsolutions.com/SU/XpoTF40otvGjTCfPcZPaNw==>
- 6177 Summer Learning Programs -
<https://simbli.eboardsolutions.com/SU/2uv9PI270cAkNcNZgitNnQ==>
- 6183 Home And Hospital Instruction -
<https://simbli.eboardsolutions.com/SU/klwGF1FHR9slsheplus2YCaesSNA==>
- 6184 Continuation Education -
<https://simbli.eboardsolutions.com/SU/BjKAs5ETsJcFTTN6NplusxhAQ==>
- 6184 Continuation Education -
<https://simbli.eboardsolutions.com/SU/YY1Kyjh8Gy7BnslshXsYeFeLQ==>
- 6185 Community Day School -
<https://simbli.eboardsolutions.com/SU/pvcw0yP1qPKuzAfV1hq8ng==>
- 6185 Community Day School -
<https://simbli.eboardsolutions.com/SU/0siAb6mTVCvBoR3BkNXESw==>