



# Don Callejon School

A California Distinguished School  
Eric Witter, Principal  
4176 Lick Mill Boulevard, Santa Clara, California 95054  
(408) 423-3300 · www.doncallejon.org



## Absence Notification

Today's Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Teacher & Room # \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Number of days of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

**Please note: According to SCUSD Board Policy 5113 regarding Students: Absences and Excuses:**

The Governing Board believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws, and may use appropriate legal means to correct problems of chronic absence or truancy.

*According to California Education Code Section 48260 – Any pupil subject to full-time education who is absent from school without a valid excuse for three full days or *tardy or absent in excess of 30 minutes* on each of three days in one school year is a truant and shall be reported to the attendance supervisor of the superintendent of the school district.*

In the event that your child's attendance problem is not resolved and it is necessary to file a declaration of habitual truancy, a School Attendance Review Board (SARB) hearing and request for legal action may result.

\_\_\_\_\_ I understand and am fully aware of this board policy and California Education Code

Parent's Signature: \_\_\_\_\_

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Number of days absent: \_\_\_\_\_

Truancy letter sent: \_\_\_\_\_ 2