

Concord High School Attendance Policy (effective 2021)

- **Student sick? Parent/Guardian call hotline at 925-682-8000, Ext. 7900**
- **Parent/Guardian has 72 hours (3 days) to clear absences. The hotline is available 24 hours a day, so please use this number. Include the following:**
 - **Student's name (please spell the last)**
 - **Date of absence**
 - **Reason for absence**
 - **Parent/Guardian's name**
 - **Daytime phone number**
- **Student has appointment? Parent/Guardian must send a note or call 925- 682-8000, ext. 3313, TWO HOURS IN ADVANCE, to request a permit to leave.**

PLEASE MAKE APPOINTMENTS OUTSIDE OF SCHOOL HOURS!!

- **Student Tardy? If it's past 9:00 am, they must come to attendance to get a pass. Flat tires, traffic, oversleeping, or dropping off siblings are not excused tardies, to name a few. Parents/Guardians need to clear tardies due to illness or appointments.**
- **Student is ill and needs to leave school? ONLY parent or guardian may release student, after the student comes to the attendance office.**
- **Student leaves campus without a permit to leave? TRUANT – no exceptions!!**
- **Teacher marks student absent, and they were there? Parent cannot clear! Student must get an attendance correction slip and have the teacher authorize the change.**
- **Student has been absent 12 times, and parent has called to clear. Every absence after that will require a doctor's note. (State Ed Code)**
- **Concord High School is a closed campus. Students may not leave for brunch or lunch.**