

BECKMAN HIGH SCHOOL
24-Hour Attendance Line
714-734-2900 Press “1”

Absences – call the school to report the following:

- Student’s first/last name
- Student’s I.D. Number
- Spell the last name if you do not have the I.D. number
- Reason for absence (please be brief)
- Name and relationship of person calling

The Attendance Line accepts phone calls 24 hours a day.
Remember to call each day student is absent.
Absences not cleared within 5 days will result in detention.

Late arrivals

Students who are late report to the Attendance Office when they arrive to school.
Parents are to provide student with a **hand-written** note indicating the reason for being late.

Leaving Early

Parent/guardian are to provide student a **hand-written** note with the following:

- Student’ first/last name
- Student I.D. number
- The time and reason student needs to leave campus

Notes should be submitted to the Attendance Office before school.

Students will be signed out by office staff, allowing parents to remain in their vehicle.

Please indicate if student will be self-transporting without parent (drives, bikes, bus, or walks)

**Students not signed out prior to leaving campus will
receive detention – no exceptions.**

If you receive an absence phone call in error

Students are to check Aeries for the class they were marked absent, and email/communicate with their teacher about the error.

TEACHERS WILL NOTIFY THE ATTENDANCE OFFICE FOR ALL CORRECTIONS

If you reported an absence and still receive a phone call

Please call the Attendance Office again. Due to unforeseen circumstances, it is possible the phone call was not received, interpreted, or recorded.

Students not feeling well are to get a pass from their teacher for the Health Office.