

# MY CHILD WAS ABSENT TODAY... WHAT SHOULD I DO?

## For appointments with a HEALTH CARE PROFESSIONAL:

- **Bring a note** from the doctor's office stating the date and time
- If student **begins classes or returns to school** on the same day as the appointment and provides a valid note upon return no absence will be recorded

## OTHER ABSENCES require a parent note following these guidelines:

- **Write on paper** – emails will not be accepted
  - Include:
    - Student first and last name
    - Grade
    - Id number (If known)
    - Date
    - Reason for absence
  - **Sign and date by a parent/guardian** – notes signed by students under 18 will not be accepted
  - **Submit note within three school days** of the student's return or the absence will be considered UNEXCUSED and count toward truancy

For more information contact  
your campus Attendance Office



# DID YOU KNOW?



## TRUANCY

State law dictates that children who are enrolled in Pre-Kindergarten/Kindergarten as well as those aged 6-19 must attend school. Any student absent without parent/guardian or school permission and documentation may be considered truant.

## 90% RULE

To receive credit or a final grade in a class, students must attend at least 90% of the days the class is offered.

## EXCUSED/UNEXCUSED ABSENCES

Absences in which a doctor's excuse or a signed and dated parent note describing a valid reason that is received within 3 days of the absence will be **EXCUSED**. Undocumented or unacceptably documented absences are considered **UNEXCUSED**.

## ATTENDANCE LETTERS

Students with unexcused absences for **THREE OR MORE** days or parts of days within a four-week period or **TEN OR MORE** days or parts of days in a six-month period will receive a standard, district-generated attendance letter.

## DOCTOR VISITS

Health care professional appointments must be face-to-face consultations and documented with a note from the doctor. Phone or video (telemedicine or teledoc) appointments may be excused with a valid parent note.

## COLLEGE VISITS

Juniors and Seniors may take up to two days for college campus visits per year. Upon return students must bring documentation from the institution or a signed parent note stating date and purpose of visit.