



WINSTON CHURCHILL

HOME OF THE BULLDOGS

Dear Parents/Guardians:

The San Juan Unified School District would like to remind you of our school district attendance procedures.

Students who are late, tardy, or absent frequently often fall behind in their class work/homework and receive lower grades.

Attendance + Academics = Achievement

Important information you should know:

Truancy (TRU): You will receive a TRU 1 letter if your child has the equivalent of 3 partial or full day unexcused absences. A TRU 2 letter will be sent if your child has accrued 6 unexcused absences. A TRU 3 letter will be sent if your child has accrued 7 or more unexcused absences. A parent conference will be requested with the attendance site administrator to discuss your child's absences and how the school can work with the family to ensure your child's success in school.

Tardies: Tardies more than 30-minutes for 3 or more days will lead to Truancy letters as discussed above. Please call, send note or email to verify student tardy.

Excessive Excused Absences: If your child's attendance has reached 10 full day or 60 periods of excused absences, any day thereafter, a verification of illness by a medical professional is requested. Absences without verification will be considered an unexcused absence.

What happens if your child is TRUANT, TARDY or has EXCESSIVE ABSENCES?

School staff will contact you to discuss the tardies and/or absences via phone or letter. If attendance is a challenge, you may get notification to discuss the problem with the **School Attendance Review Team (SART) (ED Code 48262)**.

After your **SART** meeting, if attendance does not improve, you may be required to attend a **School Attendance Review Board (SARB) Hearing** with a district Child Welfare and Attendance Supervisor. You will be asked to sign directives to improve your child's attendance at school. **Violation of these directives may lead to a referral to the District Attorney's office for prosecution (ED Code 48291, 48320)**. Students 12 years of age or older may be referred to the Juvenile Court for adjudication.

If you would like to improve your child's attendance, please contact your child's school for assistance, 916-971-7324.

Clear Absence: ChurchillAbsence@sanjuan.edu or Absence Line 916-971-7692 or Front Office 916-971-7324

Truant Students and their parents are in violation of the law and are subject to prosecution and other penalties. When school attendance is a problem, state law encourages parents to accompany their child to school and attend classes with the child.

If you are homeless or in transition, your child must still attend school. Contact McKinney Vento at 916-979-8877 – www.sanjuan.edu/MKV

Excused vs Unexcused Tardy or Absence

All Verified Absences or tardies are coded as Excused or Unexcused per the reason submitted. CA State Policy (EC § 48205) dictates what reasons are Excused or Unexcused. Families are limited in use of both excused and unexcused reasons.

As a school, we are compassionate and understanding. We ask that families communicate with us to better understand our attendance policy and to discuss matters affecting attendance: 916-971-7324.

Below are a few examples of Excused and Unexcused Reasons:

Excused: student illness, student medical appointments, funeral (immediate family only), religious holiday, court appearance (w/documentation), participation in non-profit performing arts related to public education (w/documentation)

Unexcused: every other reason besides the reasons noted above (please call for clarification)

