



Attendance 101



ROSHAWN DOBBINS
DATA CONTROL CLERK – ATTENDANCE
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ELAC MEETING
MARCH 1, 2020



There is no time like the present, and no substitute for being present.

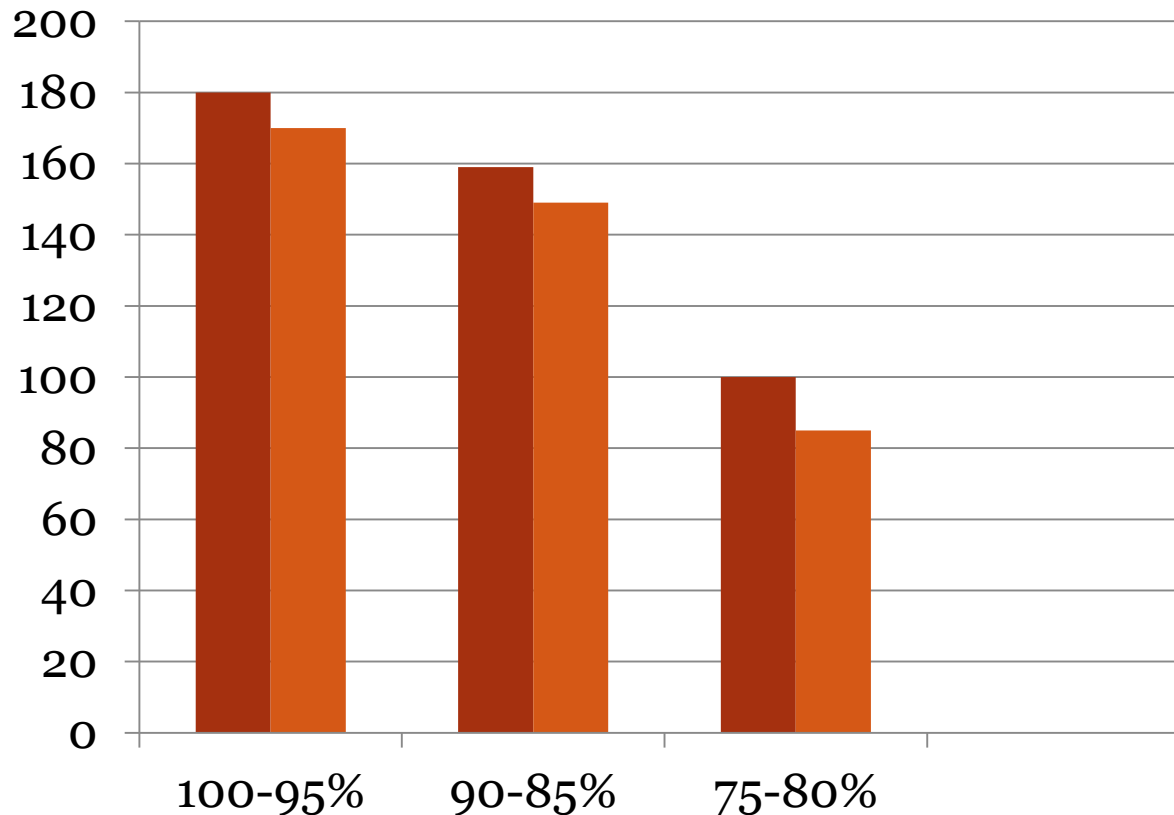
~Author Unknown

Good Attendance Means

being in school at least 95% of the time or 170-175 days

185 Non School Days a Year!
All this time for shopping, vacations, and appointments

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100%=
Awesomeness

85%
Worry

75%
Seriously
Concerned

It's The Law



EXCUSABLE ABSENCES EC 48205

• **A PUPIL SHALL BE EXCUSED FROM SCHOOL FOR:**

ILLNESS

MEDICAL APPOINTMENT

LEGAL APPOINTMENT

QUARANTINE

FUNERAL

RELIGIOUS OBSERVANCE

&

MILITARY FAMILY REUNIFICATION

Not so fun FACT!



LEARN MORE Chronic Absenteeism

All Students State



Orange

6.4% chronically absent

Increased 1.6% ↻

EQUITY REPORT

Number of Student Groups in Each Color

0	5	2	0	0
Red	Orange	Yellow	Green	Blue

View More Details →

Attendance Accountability

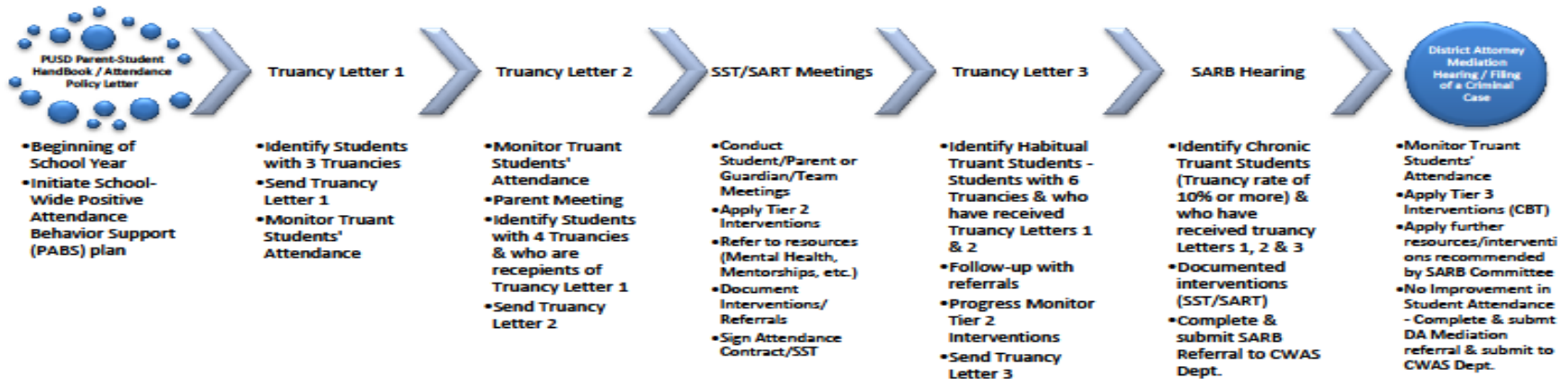


Pasadena Unified School District
Child Welfare, Attendance & Safety

PUSD Truancy Flow Chart

A Truancy Prevention Program

Partnership between PUSD & the District Attorney's Office



TRUANCY



Any pupil subject to compulsory full-time education or compulsory continuation education who is absent from school without a valid excuse three full days, or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is considered a truant and shall be referred to the School Attendance Review Board.

1. Notify the parent
2. Counsel the student
3. Home visit
4. Class change
5. Student contract
6. SARB referral

What is Chronic Illness Verification?



**CHRONIC
DISEASE!**

Chronic Illness Verification Form



STUDENT AND PHYSICIAN VERIFICATION

Student/DOB/Grade: _____ Forward to: _____
School FAX number

Dear Physician,

Your patient is a student enrolled in Pasadena Unified School District. For your records, please list the chronic illness diagnosed for the student. Also, please check or list symptoms that would not warrant an office visit, but might require the child to stay home from school. This will allow the parent to verify illnesses, by listing in writing to the school the symptoms designated below, without bringing the child to your office for an examination. This document expires at the end of the academic year that it is/was received.

Physician Verification:

Physician signature and printed name here

Date

Physician's address _____

Please attach business card here:

Chronic Illness/Medical Diagnosis _____

Symptoms _____

Expected frequency of episodes _____
(for example: monthly, 4 times per school year, etc.)

Length of absences per episode _____

TARDY OR LATE?



● *EC Section 48260 (a) A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or **tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant** and shall be reported to the attendance supervisor or to the superintendent of the school district.*



Before YOU Get That Call



- ✓ **OFFICE STAFF CONSULTS WITH THE TEACHER TO VERIFY STUDENT ATTENDANCE.**
- ✓ **THE TEACHER WILL VERIFY STUDENT ATTENDANCE THE FOLLOWING WAY:**
 - A)TEACHERS CHECK TO SEE IF WORK WAS TURNED IN**
 - B)TEACHER CHECKS FOR NOTES MADE REGARDING BEHAVIOR IN CLASS**
 - C)ATTENDANCE IS TAKEN AGAIN 10 MINUTES BEFORE CLASS ENDS**
 - D)IF THE STUDENT COMPLETED REQUIRED ASSESSMENTS, ETC...**
- ✓ **ATTENDANCE CLERK CHECKS WITH OTHER OFFICES**

SINGLE PERIOD ATTENDANCE VERIFICATION

Date: _____

Grade: _____

To: _____

From: _____

The following student: _____

Was marked ABSENT in your class on: _____

for period _____. Please verify the attendance.

Please circle or check the box for one of the following:

- Student was absent
- Student was present
- Student was tardy
- Other (Explain):

Teacher Signature: _____

By signing this form, you authorize the change(s) of attendance records in AERIES if appropriate.

Please return this document to R. Dobbins's mailbox today.

Thank you! 😊



Study Abroad

INDEPENDENT STUDY AR 6158

(cf. 5112.3-Student
Leave of Absence)

Request I.S. approval
from the school
counselor

- Sign Paper Work
- Request work
- Turn in work
- Get credit

INDEPENDENT STUDY



Fun FACTS!



**EVENING OF EXCELLENCE EACH SEMESTER
STUDENTS WITH 3.5 GPA AND HIGHER
PERFECT ATTENDANCE AWARDS
BEST GRADES & SCHOOL EXPERIENCE
PROUD STUDENT
HAPPY PARENT**

School Site & District Resources



If you want to...

Report an absence, contact Ms. Dobbins via
Main Office

Phone: @ 626 396 5810 ext. 64092

Email: dobbins.roshawn@pusd.us

Monitor attendance and get access to parent portal, contact Ms. Soto via
Parent Room/Center, Room A126

Phone: @ 626 396 5810 ext. 64199

Email: sotoaviles.talisa@pusd.us

Strategize with an administrator about your child's attendance, contact Ms. Kelly via
Assistant Principal, Room 117

Phone: @ 626 396 5830 ext. 64077

Email: kelly.lanisha@pusd.us

Talk to someone about attendance at the district level, contact information is:

The Pasadena Unified School District
Child Welfare, Attendance, and Safety Office

351 South Hudson, Room 209

Pasadena, CA 91109

Phone: @ 626 396 3609 or visit their office

