

ABSENCES AND EXCUSES**Excused Absences**

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness, including absence for the benefit of the student's **mental health or behavioral wellbeing**. (Education Code 48205)
2. Quarantine under the direction of a county or city health officer. (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic service or appointment. (Education Code 48205)
4. Attendance at funeral services for a member of the student's immediate family. (Education Code 48205)

Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

5. Jury duty in the manner provided for by law. (Education Code 48205)
6. Illness or medical appointment of a child to whom the student is the custodial parent. (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observance of a religious holiday or ceremony
 - d. Attendance at religious retreats for no more than four hours per semester
 - e. Attendance at an employment conference

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- f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302. (Education Code 48205)
9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment. (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

10. Attendance at the student's naturalization ceremony to become a United States citizen. (Education Code 48205)
11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people. (Education Code 48205)
12. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence. Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence per school year. (Education Code 48205)
13. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomination. (Education Code 46014)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)

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14. Work in the entertainment or allied industry. (Education Code 48225.5)

Work for a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days. For this purpose, student absence shall be excused for a maximum of up to five absences per school year. (Education Code 48225.5)

15. Participation with a nonprofit performing arts organization in a performance for a public school audience. (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

16. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances. (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

Method of Verification

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation, either in person or by written note, verifying the reason for the absence. **within five calendar days. Absences that are not verified within the time allowed will be considered unexcused absences.** Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

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1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in Item #2 above.
4. Physician's verification.
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.
 - b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences via the Chronic Illness Verification Form (CIVF) to establish any support needed.

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

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1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination. (Education Code 46014, 48980)

2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)

3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall include the full text of Education Code 48205. (Education Code 48980)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 306	<i>Explanation of absence</i>
5 CCR 420-421	<i>Record of verification of absence due to illness and other causes</i>
<i>Ed. Code 1740</i>	<u>Employment of personnel to supervise attendance</u>
<i>Ed. Code 37201</i>	<u>School month</u>
<i>Ed. Code 37223</i>	<u>Weekend classes</u>
<i>Ed. Code 41601</i>	<u>Reports of average daily attendance</u>
<i>Ed. Code 42238-42250.1</i>	<u>Apportionments</u>

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<i>Ed. Code 46000</i>	<u>Attendance records</u>
<i>Ed. Code 46010-46015</i>	<u>Absences</u>
<i>Ed. Code 46110-46120</i>	<u>Attendance in kindergarten and elementary schools</u>
<i>Ed. Code 46140-46148</i>	<u>Attendance in junior high and high schools</u>
<i>Ed. Code 48200-48208</i>	<u>Children ages 6-18; compulsory full-time attendance</u>
<i>Ed. Code 48210-48216</i>	<u>Exclusions from attendance</u>
<i>Ed. Code 48225.5</i>	<u>Work permit; excused absence; entertainment or allied industries; participation in not-for-profit performing arts organization</u>
<i>Ed. Code 48240-48246</i>	<u>Supervisors of attendance</u>
<i>Ed. Code 48260-48273</i>	<u>Truants</u>
<i>Ed. Code 48292</i>	<u>Filing complaint against parent</u>
<i>Ed. Code 48320-48324</i>	<u>School attendance review boards</u>
<i>Ed. Code 48340-48341</i>	<u>Improvement of student attendance</u>
<i>Ed. Code 48980</i>	<u>Parent/Guardian notifications</u>
<i>Ed. Code 49067</i>	<u>Unexcused absences as cause of failing grade</u>
<i>Ed. Code 49701</i>	<u>Provisions of the Interstate Compact on Educational Opportunities for Military Children</u>
<i>Elec. Code 12302</i>	<u>Student participation on precinct boards</u>
<i>Fam. Code 6920-6930</i>	<u>Consent by minor for medical treatment</u>
<i>W&I Code 11253.5</i>	<u>Compulsory school attendance</u>
<i>W&I Code 601-601.5</i>	<u>Habitually truant minors</u>

Management Resources

Description

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<i>Attorney General Opinion</i>	<i>66 Ops.Cal.Atty.Gen. 244 (1983)</i>
<i>Attorney General Opinion</i>	<i>87 Ops.Cal.Atty.Gen. 168 (2004)</i>
<i>Court Decision</i>	<i>American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307</i>
<i>CSBA Publication</i>	<i>Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010</i>
<i>Website</i>	<u>CSBA District and County Office of Education Legal Services</u>
<i>Website</i>	<u>CSBA</u>

Cross References

Policy	Description
0450	<u>Comprehensive Safety Plan</u>
0450	<u>Comprehensive Safety Plan</u>
0470	<u>COVID-19 Mitigation Plan</u>
3516	<u>Emergencies And Disaster Preparedness Plan</u>
3516	<u>Emergencies And Disaster Preparedness Plan</u>
4119.41	<u>Employees With Infectious Disease</u>
4219.41	<u>Employees With Infectious Disease</u>
4319.41	<u>Employees With Infectious Disease</u>
5000	<u>Concepts And Roles</u>
5020	<u>Parent Rights And Responsibilities</u>
5020	<u>Parent Rights And Responsibilities</u>
5112.1	<u>Exemptions From Attendance</u>

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5112.1	<u>Exemptions From Attendance</u>
5112.2	<u>Exclusions From Attendance</u>
5112.5	<u>Open/Closed Campus</u>
5113.1	<u>Chronic Absence And Truancy</u>
5113.1	<u>Chronic Absence And Truancy</u>
5113.11	<u>Attendance Supervision</u>
5113.12	<u>District School Attendance Review Board</u>
5113.12	<u>District School Attendance Review Board</u>
5121	<u>Grades/Evaluation Of Student Achievement</u>
5121	<u>Grades/Evaluation Of Student Achievement</u>
5131	<u>Conduct</u>
5131.4	<u>Student Disturbances</u>
5131.4	<u>Student Disturbances</u>
5141.21	<u>Administering Medication And Monitoring Health Conditions</u>
5141.21	<u>Administering Medication And Monitoring Health Conditions</u>
5141.22	<u>Infectious Diseases</u>
5141.22	<u>Infectious Diseases</u>
5141.33	<u>Head Lice</u>
5144.1	<u>Suspension And Expulsion/Due Process</u>
5144.1	<u>Suspension And Expulsion/Due Process</u>
5145.6	<u>Parent/Guardian Notifications</u>

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5145.6-E(1)	<u>Parent/ Guardian Notifications</u>
5146	<u>Married/ Pregnant/ Parenting Students</u>
5147	<u>Dropout Prevention</u>
6020	<u>Parent Involvement</u>
6020	<u>Parent Involvement</u>
6111	<u>School Calendar</u>
6112	<u>School Day</u>
6112	<u>School Day</u>
6141.2	<u>Recognition Of Religious Beliefs And Customs</u>
6141.2	<u>Recognition Of Religious Beliefs And Customs</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6154	<u>Homework/ Makeup Work</u>
6158	<u>Independent Study</u>
6158	<u>Independent Study</u>
6164.2	<u>Guidance/ Counseling Services</u>
6173.2	<u>Education Of Children Of Military Families</u>
6173.2	<u>Education Of Children Of Military Families</u>
6176	<u>Weekend/ Saturday Classes</u>
6177	<u>Summer Learning Programs</u>
6183	<u>Home And Hospital Instruction</u>
6184	<u>Continuation Education</u>

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6184	<u>Continuation Education</u>
6185	<u>Community Day School</u>
6185	<u>Community Day School</u>

Regulation

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PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California