

# OCEAN VIEW SCHOOL DISTRICT

## Attendance Flow Chart

### Excessive Excused

**5 Excused Absences**  
– EEA Letter 1

*OVSD AR 5113 - Absences not verified within ten (10) business days of the child's absence shall be recorded as unexcused absences.*



**10 Excused Absences**  
– EEA Letter 2



**School Attendance Review Team (SART) Conference**

*If applicable, Team reviews IEP/Section 504 Plan to determine if additional needs should be addressed through the IEP or 504 Plan.*

*OVSD AR 5113 - Students with medical problems which lead to frequent absences shall be required to provide a medical excuse from a physician verifying the need for excessive absences. After the 10<sup>th</sup> absence for illness, a doctor's note shall be required. If NO doctor's note is provided, absences are then marked UNEXCUSED.*



**3 or more additional absences not verified with a doctor's note**  
– Truancy Letter 1  
*\*Continue process for Unexcused Absences. See next column.*

### Unexcused Absences

**3 Unexcused Absences**  
– Truancy Letter 1

*Ed Code 48260 - Defines a **truant student** as any student who is absent from school without valid excuse three full days in one school year, or absent more than 30 minutes during the school day without a valid excuse on three occasions, or any combination thereof.*



**5 Unexcused Absences**  
– Truancy Letter 2

*Ed Code 48261 – A **repeated truant** is any student who has once been reported as a truant (3 days) and who has 1 or more additional absences without a valid reason or a doctor's note (if required).*



**School Attendance Review Team (SART) Conference**

*If applicable, Team reviews IEP/Section 504 Plan to determine if additional needs should be addressed through the IEP or 504 Plan.*



**7 Unexcused Absences**  
Send name to Student Services Office for an invitation to the District Attorney Meeting

*Ed Code 48262 – A **habitual truant** is a student who has 5 or more unexcused absences (and parent has been notified).*



**8 Unexcused Absences**  
Forward to School Attendance Review Board (SARB)

*Ed Code 48263*



**Violation of SARB Contract**  
Forward to Probation

*Ed Code 48263.6 – **Chronic truant***