



LHS ATTENDANCE

Leaving Early?

REPORTING AN ABSENCE

**LEAVE A PHONE MESSAGE
(916) 645-6580**

SUBMIT A PARENTSQUARE MESSAGE

**SEND AN EMAIL
EFINN@WPUSD.ORG
STATE@WPUSD.ORG**

PLEASE CALL THE OFFICE 30+ MINUTES EARLY SO WE CAN HAVE YOUR STUDENT READY AT THE ATTENDANCE DESK. ANY STUDENT THAT LEAVES CAMPUS WITHOUT BEING SIGNED OUT WILL BE MARKED AS A CUT. STUDENT DRIVERS WILL NEED PARENT PERMISSION TO LEAVE AND MUST SIGN OUT IN THE OFFICE BEFORE LEAVING CAMPUS.

Absences/Tardies (California Education Code 48205)

<i>EXCUSED</i>	<i>UNEXCUSED</i>
Illness	DMV Appointments
Medical Appointments	Transportation Issues
Funeral Services 1 day in California 3 days out of state	Family Events

ANY ALL DAY ABSENCES NOT VERIFIED BY A PARENT/GUARDIAN WITHIN 3 DAYS WILL BE MARKED AS UNEXCUSED. SINGLE PERIOD ABSENCES WILL BE MARKED AS A CUT AND ASSIGNED DETENTION. DETENTION WILL ALSO BE ASSIGNED AFTER 10 UNEXCUSED TARDIES.

1ST LETTER OF TRUANCY

**SENT AFTER 3
UNEXCUSED/UNVERIFIED
ABSENCES OR TARDY IN
EXCESS OF 30 MINUTES.**

2ND LETTER OF TRUANCY

**SENT AFTER 6TH
UNEXCUSED/UNVERIFIED
ABSENCES OR TARDY IN
EXCESS OF 30 MINUTES.
MEETING WITH ADMIN
IS SCHEDULED.**

3RD LETTER OF TRUANCY

**SENT AFTER 9TH
UNEXCUSED/UNVERIFIED
ABSENCES OR TARDY IN
EXCESS OF 30 MINUTES.
REFERAL TO SARB.**

EXCESSIVE EXCUSED ABSENCES

**SENT AFTER 5, 10 & 14
EXCUSED ABSENCES.
MEDICAL NOTES WILL
BE REQUIRED AFTER 14+
EXCUSED ABSENCES.**