

**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 or behavioral health (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 or grieving the death of a member of the student's immediate family or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family (Education Code 48205)

A student may be excused for this reason for up to five days if the service is conducted out of state.for each incident. (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. Attendance or appearance in court
  - b. Attendance at a funeral service
  - c. Observance of a religious holiday or ceremony

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- d. Attendance at religious retreats for no more than one school day each semester
  - e. Attendance at an employment conference
  - 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 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 each school year (Education Code 48205)
  13. When a student's immediate family member or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family has died: (Education Code 48205)

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- a. To access services from a victim services organization or agency
- b. To access grief support services
- c. To participate in safety planning or take other actions, including, but not limited to, temporary or permanent relocation, to increase the safety of the student, an immediate family member of the student, or a person determined by the student's parent/guardian to be in such close association with the student as to be considered immediate family.

Such absence shall be excused for not more than three days for each incident. (Education Code 48205)

14. 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 Administrative Regulation 6112 - School Day, and is not excused from school for this purpose on more than four days each school month. (Education Code 46014)
15. 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, work in such industry (Education Code 48225.5)

For this purpose, student absence shall be excused for a maximum of up to five absences each school year. (Education Code 48225.5)"

16. 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 each school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)
17. 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

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student's parent/guardian, sibling, 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:

1. Written, digital, or audio message 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

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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. 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.

b. When a student has had 10 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness shall be verified by a physician.

**1. Parental Notifications**

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

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 (Education Code 48980) Such notice shall include the full text of Education Code 48205. (Education Code 48980)

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*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.*

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**State**

5 CCR 306

5 CCR 420-424

Ed. Code 1740

Ed. Code 37201

Ed. Code 37223

Ed. Code 41601

Ed. Code 42238-42250.1

Ed. Code 46000

Ed. Code 46010-46015

Ed. Code 46110-46120

Ed. Code 46140-46148

Ed. Code 48200-48208

Ed. Code 48210-48216

Ed. Code 48225.5

Ed. Code 48240-48246

Ed. Code 48260-48273

Ed. Code 48292

Ed. Code 48320-48324

Ed. Code 48340-48341

Ed. Code 48980

Ed. Code 49067

Ed. Code 49701

Elec. Code 12302

Fam. Code 6920-6930

W&I Code 11253.5

W&I Code 601-601.5

**Management Resources**

Attorney General Opinion

Attorney General Opinion

Court Decision

CSBA Publication

Website

Website

**Cross References**

**Policy**

0450

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**Description**

*Explanation of absence*

*Record of verification of absence due to illness and other causes*

[Employment of personnel to supervise attendance](#)

[School month](#)

[Weekend classes](#)

[Reports of average daily attendance](#)

[Apportionments](#)

[Attendance records](#)

[Absences](#)

[Attendance in kindergarten and elementary schools](#)

[Attendance in junior high and high schools](#)

[Children ages 6-18; compulsory full-time attendance](#)

[Exclusions from attendance](#)

[Work permit; excused absence; entertainment or allied industries; participation in not-for-profit performing arts organization](#)

[Supervisors of attendance](#)

[Truants](#)

[Filing complaint against parent](#)

[School attendance review boards](#)

[Improvement of student attendance](#)

[Parent/Guardian notifications](#)

[Unexcused absences as cause of failing grade](#)

[Provisions of the Interstate Compact on Educational](#)

[Opportunities for Military Children](#)

[Student participation on precinct boards](#)

[Consent by minor for medical treatment](#)

[Compulsory school attendance; eligibility for aid](#)

[Habitually truant minors](#)

**Description**

66 Ops.Cal.Atty.Gen. 244 (1983)

87 Ops.Cal.Atty.Gen. 168 (2004)

American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307

[Seize the Data: Using Chronic Absence Data to Drive Student Engagement, March 2024](#)

[CSBA District and County Office of Education Legal Services](#)

[CSBA](#)

**Description**

[Comprehensive Safety Plan](#)

[Comprehensive Safety Plan](#)

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4219.41	<a href="#"><u>Employees With Infectious Disease</u></a>
4319.41	<a href="#"><u>Employees With Infectious Disease</u></a>
5000	<a href="#"><u>Concepts And Roles</u></a>
5020	<a href="#"><u>Parent Rights And Responsibilities</u></a>
5020	<a href="#"><u>Parent Rights And Responsibilities</u></a>
5112.1	<a href="#"><u>Exemptions From Attendance</u></a>
5112.1	<a href="#"><u>Exemptions From Attendance</u></a>
5112.2	<a href="#"><u>Exclusions From Attendance</u></a>
5112.5	<a href="#"><u>Open/ Closed Campus</u></a>
5113.1	<a href="#"><u>Chronic Absence And Truancy</u></a>
5113.1	<a href="#"><u>Chronic Absence And Truancy</u></a>
5113.11	<a href="#"><u>Attendance Supervision</u></a>
5113.12	<a href="#"><u>District School Attendance Review Board</u></a>
5113.12	<a href="#"><u>District School Attendance Review Board</u></a>
5121	<a href="#"><u>Grades/ Evaluation Of Student Achievement</u></a>
5121	<a href="#"><u>Grades/ Evaluation Of Student Achievement</u></a>
5131	<a href="#"><u>Conduct</u></a>
5131.4	<a href="#"><u>Student Disturbances</u></a>
5131.4	<a href="#"><u>Student Disturbances</u></a>
5141.21	<a href="#"><u>Administering Medication And Monitoring Health Conditions</u></a>
5141.21	<a href="#"><u>Administering Medication And Monitoring Health Conditions</u></a>
5141.22	<a href="#"><u>Infectious Diseases</u></a>
5141.22	<a href="#"><u>Infectious Diseases</u></a>
5141.33	<a href="#"><u>Head Lice</u></a>
5144.1	<a href="#"><u>Suspension And Expulsion/ Due Process</u></a>
5144.1	<a href="#"><u>Suspension And Expulsion/ Due Process</u></a>
5145.6	<a href="#"><u>Parent/ Guardian Notifications</u></a>
5145.6-E(1)	<a href="#"><u>Parent/ Guardian Notifications</u></a>
5146	<a href="#"><u>Married/ Pregnant/ Parenting Students</u></a>
5147	<a href="#"><u>Dropout Prevention</u></a>
6020	<a href="#"><u>Parent Involvement</u></a>
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6111	<a href="#"><u>School Calendar</u></a>
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6141.2	<a href="#"><u>Recognition Of Religious Beliefs And Customs</u></a>
6141.2	<a href="#"><u>Recognition Of Religious Beliefs And Customs</u></a>
6145	<a href="#"><u>Extracurricular And Cocurricular Activities</u></a>
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6154	<a href="#"><u>Homework/ Makeup Work</u></a>
6158	<a href="#"><u>Independent Study</u></a>

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6176	<a href="#"><u>Weekend/ Saturday Classes</u></a>
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6185	<a href="#"><u>Community Day School</u></a>
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**Regulation**

**PASADENA UNIFIED SCHOOL DISTRICT**

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Pasadena, California

**Revised:** 12/19/13; 1/24/19; 8/4/22; 2/2/23; 8/31/2023; 10/24/2024