



Casa Roble Fundamental High School

Attendance Contract 2025-2026

Positive attendance supports your student's achievement. Every day that a student misses school, they risk falling behind academically.

Below are the procedures for providing notification of a student's absences to the school and policies related to truancy.

Reporting and Clearing Absences

Notify the Attendance Office when your child will not be at school, has been absent or was more than 30 minutes late to class. Email casarobleabsence@sanjuan.edu or call the 24 hour absence line 916-971-5484.

Parents must clear all absences within 5 school days. If an absence is not cleared within 5 school days, it will be recorded as a truancy.

Early Dismissal Procedure

Students, who need to leave school before the end of the day, need an Early Dismissal. Contact the attendance office at least one hour before your student needs to leave school. The quickest way to request an Early Dismissal is to email casarobleabsence@sanjuan.edu.

Truancy

Uncleared absences are truanies. The codes in Q Parent Portal that count as truanies are C's, Y's and B's.

Casa has a four-step intervention process.

Step 1 (6-11 periods of truancy)	Warning and reminder of attendance procedures.
Step 2 (12-17 periods of truancy)	1 Saturday School assigned to clear one day of truancy.
Step 3 (18-23 periods of truancy)	2 Saturday Schools assigned, 10 days of social probation and truancy meeting with parent/guardian.
Step 4 (24+ periods of truancy)	Possible referral to School Attendance Review Board, continued social probation, revocation of work permit.

Additional Information is available in the SJUSD Family Handbook.

<https://www.sanjuan.edu/resources/family-handbook>

I have read and understood the above information.

Student Name

Parent Signature

Date