

# CVCS ATTENDANCE

Please use the SchoolPass app  
to report absences, tardies, and early dismissals



## Excused Absences

- In accordance with California Education Code 48205, absences will only be marked as "excused" if a valid note from a doctor, dentist, medical provider, or the DMV is submitted within three (3) days of the absence. After this period, the absence or tardy will remain unexcused, even if documentation is later provided.
- Students must be free of fever, rash, or vomiting for at least 24 hours before returning to school following an illness.

## Unexcused Absences

- Absences not properly documented by a parent or guardian within the three-day grace period will be marked as unexcused.
- Absences due to vacation, dress code violations, undocumented parental permission, and truancy are considered unexcused.

## Excessive Absence Policy

- Parents will receive a warning email once a student accumulates a significant number of total absences—whether excused or unexcused—within the semester.
- Junior High and High School students will not receive credit for any course in which they accumulate 8 unexcused absences or 15 total absences (excused and unexcused combined) in a single semester.

## Tardy Policy

Junior High and High School Students (per semester)

- 5 Unexcused tardies per semester= Detention
- 10 Unexcused tardies per semester = 2x Detentions + 2 Service Hours
- 15 Unexcused tardies per semester= Suspension

Elementary Students

- 5/10/15 Unexcused tardies = Email Notification, if needed, Parent Meeting
- 5/10/15 Unexcused Absences = Email Notification, if needed, Parent Meeting

Parents can view your student's attendance anytime by logging into the FACTS Family Portal at <http://bit.ly/cvcsfacts> and navigating to Student → Attendance. Please note that the absence count resets to zero at the beginning of each semester. If you have any questions, feel free to contact us at [attendance@cvcs.org](mailto:attendance@cvcs.org).

**Please refer to our handbook at [cvcs.org](http://cvcs.org) for more detailed information**