



Attendance MATTERS

Showing up to school every day is one of the biggest factors in your success!

At SMUHSD, we're here to help you and your family understand what counts as an excused absence, what doesn't, and how to make sure your attendance record is accurate.



Attendance is mandatory for all students under 18.

Regular attendance isn't just about being present — it's about participating, learning, and succeeding.

SMUHSD partners with a program that provides personalized outreach to families in their home language. Our social workers and attendance teams use this system to support families, reduce chronic absences, and keep every student on track.



Parents/Guardians will get an automated phone call every day if a student is tardy or absent.

If you think there's a mistake, see your attendance clerk for a correction form, or submit a Google form. Attendance offices can get voicemails 24/7, even when school is closed.

On the home page of your school's website, you can find the specific Google form under "Families" and then click on "Attendance Office."



Tardy, Absent, Truant

Tardy: You're late, but less than 30 minutes.

Absent: You miss class completely, or you're more than 30 minutes late.

Truant: You're absent without permission — or you leave campus without checking out.

Remember: if an absence isn't cleared within 48 hours, it's marked as truant.



How to Report an Absence

When reporting an absence - by phone or Google form - include:

- Student's legal name
- Student ID number or birthdate
- The dates or periods missed
- The specific reason for the absence

Parents must clear absences within 48 hours. After that, it becomes a permanent truant absence.

What's an excused absence under California law?

Excused Absences

- Illness or quarantine
- Medical/dental appointments
- Funerals
- Jury duty for students 18 years+
- Justifiable personal reasons, with advance principal approval — like a religious holiday, court appearance, or election service

Unexcused absences are anything else that doesn't fit one of the above categories.

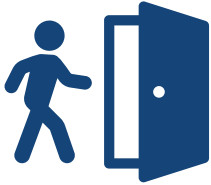
When reporting an absence, be specific!



Visit www.smuhsd.org/attendance for more information



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Leaving Campus

Need to leave school during the day?

Parents/Guardians must call the Attendance Office so you can get a Permit to Leave.

If you walk off campus without it, it's automatically a cut — even if your parent/guardian calls afterward.



Attendance Codes

You and your parents/guardians should check Aeries often to make sure your attendance record is correct. Here are some of the most common codes you'll see:

- I = Illness (excused)
- N = Unexcused
- T = Truant / Cut
- M = Excused tardy
- B = Tardy more than 30 minutes
- G = Religious observance

Always double-check your codes if you get an attendance call!



Consequences

Unexcused absences and truanancies add up:

- 14 or more = Truancy Letter #1, School Attendance Review Team meeting at your school site
- 35 or more = Referral to the Student Attendance Review Board at the District Office

Bottom line: show up, and stay on top of your attendance record.



Attendance is about more than just being counted present - it's about building your future.



Stay engaged, stay connected, and remember: every day in class is a step toward success!



Questions? Contact your School Site's Attendance Office or visit www.smuhdsd.org/attendance