



Lincoln Middle School

Attendance Guidelines

Lincoln Middle School cares about your child's educational success and expects all students to arrive at school on time, every school day. Regular school attendance and promptness are crucial if students are to be successful academically. Therefore, the staff of Lincoln Middle School monitors student absences and tardies and works with students and families to ensure that every student attends school regularly, is prepared and arrives on time.

Students who are **more than 30 minutes late** to a class will be considered **absent**.

Absences and Tardies

Please use the online absence reporting system. ([Link to the online absence reporting system here](https://www.smmusd.org/lincoln)) **by 3:00 pm to excuse an absence**. This link is also listed on our website <https://www.smmusd.org/lincoln>



All absences and tardies **must** be excused by parents or guardians. We prefer that you report absences to the attendance office through the online absence reporting system **before 3:00 pm**. If you cannot use the online absence reporting system, you may contact Lisa Gaglione at lgaglione@smmusd.org or 310-393-9227 x73558. If sending an email or leaving a voicemail, please state your child's name, your name, student ID, your relationship to the child, the date of the absence and reason for the absence.

Please upload any doctor's note on the online absence form or email to Lisa Gaglione at lgaglione@smmusd.org. Your child can also drop off the doctor's note to the Attendance Office.

Absences must be cleared **within 72 hours** from the date of absence in order to have your child's attendance record up to date. Absences that are not cleared **within 72 hours** will be recorded as truant.



According to the State of California, **ONLY** the following are considered excused absences:

- Illness (absences exceeding five days require a doctor's note)
- Medical/Dental appointments (although we encourage you to make appointments outside of school hours). *Please bring us a note from the doctor/dentist.*
- Religious holidays
- Required county/state court appointments.
- Funeral

Absence for Illness

If your child has more than **5** consecutive days of absence for illness, any further absences must be accompanied by a doctor's note.

Per district policy, upon **14** or more days of excused absences, we require that any further absences for illness be verified by a physician.

Tardy

Students that are tardy to school/class 5 times will receive a 30-minute detention. Student will receive a detention for each subsequent tardy. Students that have continued difficulty making it to school on time will be placed on an attendance contract.

Late Arrival for Doctor's Appointment or Illness

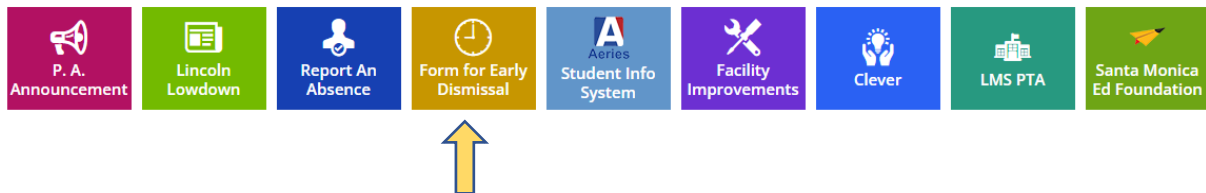
Please use the online absence reporting system. ([Link to the online absence reporting system here](#)) for late arrivals as well. On the Google form please list the Periods your child missed in the Periods Missed section.

Please upload any doctor's note on the online absence form or email to Lisa Gaglione at lgaglione@smmusd.org. Your child can also drop off the doctor's note to the Attendance Office.



Early Dismissal

Please use the online early dismissal form. ([Link to the online early dismissal form here](#)) at **minimum 30 minutes prior** to request your child to be picked up from school early. This link is also listed on our website <https://www.smmusd.org/lincoln>



Your child will meet you at the front gate on California Avenue at the requested time. **Please be patient and allow enough time for your child to pack up and walk to the front gate. Students in P.E. class need a little more time to arrive at the front gate.**

Please check the bell schedule when you are scheduling the pickup time. We cannot send for a student during their nutrition or lunch.

([Click here to view the current bell schedule](#))

Teachers will be aware that your child is leaving early. Students may only leave campus early when excused by the Attendance Office.

If you do not complete the form 30 minutes prior to the pick-up time, you will need to either contact Mike Yoshioka at 310-393-9227 x73559 or let security know when you get to the front gate. **Unfortunately, students cannot be pulled out of class after 2:45pm. Parents will not be allowed on-campus, and will need to wait at the gate.**

Please email any doctor's note to Mike Yoshioka at myoshioka@smmusd.org or your child can drop off the note to the Attendance Office.

Students Who Become Ill at School

Students are **NOT** to leave campus without first going to the Nurse's Office to be assessed. As a reminder, students are **NOT** permitted to use their cell phones during the school day. The school nurse will contact a parent/guardian to release the student from school. It is imperative that the nurse has an accurate Emergency Card on file for each student. If a parent picks up the child without the nurse's authorization to leave for an illness, the absence will be an **unexcused absence**. A doctor's note will be needed to excuse the absence.



Attendance Notification

Each day that a student is absent for unreported or unexcused absences, parents will receive a recorded message from the district's computer dialing system. If you are not receiving attendance notifications, please contact the office so that we may verify your contact information. **If you feel the absence was entered in error, please have your child speak with their teacher to correct the error. The Attendance Office cannot change an attendance a teacher has entered without the teacher's approval.**

Short Term Independent Study

If a student is planning to be absent for **3 or more consecutive days and no more than 14 days**, the student might qualify for Independent Study. A student on Independent Study completes the work that they would have done at school on the days missed.

Independent Study is appropriate in the following situations:

- Out of state or out of country emergency
- Catastrophic family situation
- Legal or government situation
- Severe health issue
- Special circumstances

Independent Study will be denied in the following situations:

- Vacations or trips
- Visiting friends or relatives
- Extending the length of school holidays – Winter Break, Spring Break, Thanksgiving Break

Parents must **notify the Attendance Office two weeks in advance** when requesting Independent Study. Schoolwork will be collected from the teachers and given to the student prior to the absence. Upon the student's return to school, all work must be turned in to the teacher. The percentage of work completed will determine course credits and attendance proportionately. To set up Independent Study, please contact Mike Yoshioka in the Attendance Office or email him at myoshioka@smmusd.org



Withdrawing from Lincoln Middle School

Families of students who choose to no longer attend Lincoln Middle School must complete the **Withdrawal Form** to start the process of withdrawing from school.

You can pick up the withdrawal form at the Attendance Office or email to Lisa Gaglione at lgaglione@smmusd.org to have the form emailed to you.

The completed form needs to be returned or emailed to Lisa Gaglione in the Attendance Office, Please complete and turn in the form ASAP prior to the last day your student will be attending Lincoln Middle School.

In addition to complete the withdrawal form, the Chromebook, charger and any outstanding materials, such as library book or text books must be returned prior to the last day of attendance.

If you have any questions regarding the withdrawal process, please contact Lisa Gaglione at 310-393-9227 x73558 or lgaglione@smmusd.org

Questions

If you have any questions about attendance, absences, tardies and/or early departures, please contact either Lisa Gaglione at 310-393-9227 x73558 lgaglione@smmusd.org or Mike Yoshioka at 310-393-9227 x73559 myoshioka@smmusd.org