



Channel Islands High School

Attendance Office Top 10 F.A.Q's



1. What do I do if my child is absent from school?

Report absences by replying to Parent Square notification (sent in the evening), voicemail on the Attendance Hotline Message Center (805) 385-5903, or written note submitted to the Attendance Office ([Office Window](#)). By Board Policy, you must provide the student's name, ID number, reason for and date(s) of absence, parent's name and signature. You must also verify each absence within 3 school days. After 3 school days, the record remains as-is. All notes received are stored physically or digitally. Please do not leave messages or notes in any other phone line or location on campus.

2. How does the school communicate attendance to parents?

Via an automated Parent Square message (text and email) in the evening when a teacher marks a student absent or tardy. Weekly letters are generated as a student accumulates excused and unexcused absences (more details in Question 7). Saturday School assignment notifications are sent via automated call and email. Student attendance records can be viewed on [Parent-Vue and Student-Vue](#).

3. What is an excused absence?

[California Education Code \[E.C. 48205\]](#) A student's absence shall be excused for the following reasons: Student illness, medical, dental, optometrist, or chiropractic appointment, Illness or medical appointment during school hours of a child to whom the student is the custodial parent, Quarantine under the direction of a county or city health officer, Jury duty, Attendance of Funeral of an immediate family member (1 day in state, 3 days out-of-state and/or country), or Administrator Approval (requires advanced written request). **Please provide a note from the doctor/medical facility verifying your medical appointment within 3 school days.**

4. Can absences for other reasons be excused?

Absence for family business, court appearance, attendance at a funeral beyond the aforementioned allowed days, religious instruction/holiday or other justifiable personal reasons may be excused **ONLY with Administrator Approval [E.C. 48205]**. Parent/guardian must submit a written request to the principal at least **one week prior** to the anticipated absence. Approval will be based on the student's attendance record, academic progress, and reason for absence. If this procedure is not followed, the absence will be considered truant.

5. What if my child's absences do not fall under the Excused Absence categories?

State law [\[EC 48260-48273\]](#) is very specific about these types of absences. A student who is absent for 30 minutes or more without one of the specified valid excuses will receive an unexcused absence. **These types of absences are also called "truancies."** When a student has 3 of these absences, the state considers the student truant.

6. What if my child has a chronic illness that prevents him/her from being at school regularly?

OUHSD offers alternative educational options for students with special circumstances that have been verified by a physician. Please contact your student's counselor if you are in this situation.



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7. What is "truancy?"

By law [EC 48260-48273], any pupil who misses 30 minutes or more of three (3) or more school days without a valid excuse, is considered truant. Many parents object to the term "truant" because they feel it implies their child is a juvenile delinquent, but we do not attach any such meaning to the term. These absences are truanies because they do not fall under the Excused Absence categories. **Unexcused absences include but are not limited to:** Skipping class, Vacations, Family Events, Going out of town, DMV appointments, Car trouble, Traffic, Missed bus/ride, Caring for a family member, Non-school sports or other activities, improperly leaving campus early, Late and/or incomplete attendance notes, and **any other reason not included in [E.C. 48205].**

8. Why am I receiving a letter about my child's truancy? About their excused absences?

As mandated by California Ed. Code, Truancy Letters are generated to alert the parent/guardian of the student's accrued unexcused absences and/or tardies of 30 minutes or more. Notification of Truancy Letters are sent home at **three (3) and five (5) unexcused absences**. The **2nd Letter** asks parents to speak with the Attendance Advisor to improve the student's attendance. The student may be assigned Saturday School to recover absences on their record. **At ten (10) unexcused absences, a 3rd Letter** notifies parents of the state's classification of student as a Habitual Truant and eligibility to be referred to the School Attendance Review Board, a meeting to examine the student's case. The Parents and student will enter an attendance contract. Failure to comply with the contract will result in a citation to appear in court.

Excessive Excused Absence Letters are generated to alert the parent/guardian of the student's accrued excused absences. Letter is sent at **8 and 12 excused absences**. **At 14 ill/medical appointment absences**, any additional absences for illness/medical appointment must be verified by a physician to be considered excused ([Board Policy 5113](#)).

9. What about arriving late or leaving early?

Arriving late: the student must report to the office with a **written note** to obtain a tardy slip for class **Early release:** the parent/guardian must submit an off-campus pass request. **Students submit the written request to Office Window 3 before school starts. Pass pick-up is at nutrition or lunch break at Office Window 3.**

10. What if my child needs to be out of school for an extended period of time?

If your child must be out for 5 or more days, you may contact the counseling department to request that your child be signed up for an **Independent Study Agreement**. Please give as much notice as possible as teachers will need at least one week in advance to prepare materials.

Thank you for taking the time to understand our attendance policies and for your ongoing support.

Additional Resources: <https://www.channelislandshigh.us/students-parents/attendance>

Attendance Advisor: (805) 278-1324

Attendance Hotline: (805) 385- 5903