

MESSAGE FROM ATTENDANCE OFFICE

ABSENCES

PER DISTRICT POLICY, ALL ABSENCES MUST BE
CLEARED BY A PARENT OR GUARDIAN WITHIN 5
SCHOOL DAYS

TO CLEAR AN ABSENCE:

CALL 916-971-5622 (24 HOUURLINE)
EMAIL- DELCAMPOABSENCE@SANJUAN.EDU BRING A
NOTE TO THE ATTENDANCE OFFICE (SEE DETAILS ON
BACK PAGE)

EARLY DISMISSALS:

CALL (916) 971-5668 OR HAVE YOUR STUDENT BRING A
NOTE TO THE ATTENDANCE OFFICE
ALLOW 30 MINUTES TO PROCESS AN EARLY DISMISSAL

TARDY/LATE ARRIVALS:

STUDENTS ARE TO ARRIVE TO SCHOOL ON TIME
STUDENTS WHO ARRIVE AFTER THE BELL RINGS ARE TO
GO DIRECTLY TO THE ATTENDANCE OFFICE TO RECEIVE
A TARDY PASS
CONSEQUENCES WILL OCCUR DUE TO TARDIES.

ATTENDANCE CONTACT INFO

916-971-5668
DELCAMPOABSENCE@SANJUAN.EDU



Helpful Tips from Del Campo's Attendance Office

The Attendance Office is regulated and audited by the State of California –
All absences (including early dismissal and late arrivals) MUST go through the Attendance Office.

Absences:

PER DISTRICT POLICY, ALL ABSENCES MUST BE CLEARED BY A PARENT OR GUARDIAN WITHIN 5 SCHOOL DAYS

- To clear an absence, please call the 24-HOUR ATTENDANCE LINE at (916) 971-5622 or email DelCampoAbsence@sanjuan.edu or write a note and bring it into the attendance office.
- Notes/emails should include: the student's first and last name, the reason for the absence, the exact date(s) missed, a signature, a number where the person signing the note can be reached, and the parent/guardian's relationship to the student that is verifying the absence. Emergency Contacts CANNOT clear absences.
- Bring in Doctor/Dental notes whenever possible. You are allowed 10 days of "parent excused" absences for ILLNESS, INJURY OR MEDICAL APPOINTMENTS for the school year. Once you exceed 10 days, your student's absences will be considered "unexcused" without a doctor or dental note.
- **Discipline will be assigned for excessive truancies.**

Early Dismissals **EARLY DISMISSALS ARE FOR EMERGENCY PURPOSES ONLY**

Please keep your children in school unless it is **absolutely necessary** to excuse them early.

Tips to insure you are able to pick up your student/s in a timely manner:

- Have your student bring in a note to the attendance office before school. The note should have the student's name, grade, date and time of the early dismissal, reason for leaving (doctor, dental appointment, illness, or family emergency), how they will be leaving campus (pick up, walking, driving) and be signed with a number where the parent/guardian signing the note can be reached. Emergency Contacts CANNOT request Early Dismissals.
- **Please allow 30 minutes to process your early dismissal requests when you call or visit the Attendance Office.** Please be prepared to show ID when you come into the office.
- Early Dismissals on rally days, Fridays, or prior to holiday/break will take longer to process.
- For Early Dismissals, please call us at (916)971-5668. **DO NOT** leave a message, please call until you reach a person to ensure that your early dismissal is processed in a timely manner.
- **IF A STUDENT LEAVES CAMPUS WITHOUT AN EARLY DISMISSAL, IT IS AN AUTOMATIC CUT.** Early Dismissals cannot be cleared after the fact.

Tardy/Late Arrivals **STUDENTS SHOULD ARRIVE TO SCHOOL IN A TIMELY MATTER**

- Anytime a student arrives after his/her first class has begun, he/she needs to go directly to the Attendance Office to check in, even if it's lunch time or in-between classes.
- If you know your child is going to be late, please send him/her with a note stating the reason.
- If the tardy is due to a medical/dental appointment, the student should bring a note from the doctor's office and the absence/tardy will be automatically excused.
- Whether a tardy is excused or unexcused is determined by the same criteria as absences.

