Attendance Matters: A Quick Guide for Families

Consistent attendance is key to your child's academic success. Arriving on time and staying all day ensures students don't miss vital instruction or disrupt class.

How to Clear an Absence (Within 3 Days)

Clear absences the day of the absence or upon return. **After three (3) days, any unexplained absence becomes unexcused.**

- **Call:** (408) 201-6240 *(leave a message if no one answers)*
- **Email:** Office Assistant CJ Young at **youngc@mhusd.org**
- **Include:** Student's full name, date(s) absent, specific reason, and your name/relationship.

Daily Schedule, Tardies & Leaving Campus

- **On-Time Arrival:** Students must be in line before the **7:45 AM bell**.
- **Early Pick-Ups:** Schedule appointments after school whenever possible. Leaving early for any non-medical reason counts as an unexcused absence for the rest of the day.
- **Signing Out/In:** Adults picking up a student early must check in at the office with a **current ID** and be listed on the **Emergency Card**. Returning students must check back in at the office.

Excused vs. Unexcused Absences

Excused *(CA Ed Code 48205)*	Unexcused & Truancy Triggers
• Student illness • Medical or dental appointment • Immediate family funeral • Court appearance • Religious holidays	• Family trips or vacations • Unexplained absences after 3 days **State Truancy Notices:** • **3 unexcused absences** or **three 31+ minute tardies** trigger a mandated warning letter. • Continued absences/tardies result in further truancy actions such as **SART, SARB, or DA Mediation**.

Missed Work & Extended Trips (5+ Days)

- **Make-Up Work:** The student or parent must request missed work from the teacher. Excused absences receive full credit for work completed within a reasonable timeframe.
- **Independent Study:** Family trips are unexcused under state law, but if your child will miss **5 or more consecutive days**, request an **Independent Study Contract** at least **two (2) weeks in advance**. All completed work is due the day of return to excuse the absences.