



Attendance Office Policy Review

Every minute of a child's time at school is important. Children who are absent for even one day, or who arrive later than their classmates, miss valuable instruction time and can easily fall behind in school.

Empty seats cost our school district millions!

When a student is absent from school, it results in a loss of funding for our district. The State of California *does not* reimburse school districts for days students are absent. School districts receive that 'per student' money based on attendance, not enrollment.

The California Education Code defines the following types of absences:

- **Excused Absence:** Acceptable reasons verified by a parental note, phone call, or email including illness, medical appointments, funerals, religious holidays and court appearances. A doctor's note is required for three consecutive absences for health reasons.
- **Unexcused Absence:** Absences for any reason not listed above—including truancy, vacations, and family emergencies—are considered unexcused absences.

There are consequences for students with unexcused absences - these may include detention, parent conference or referral to the student attendance review team.

Parental responsibilities:

1. **PLAN** your vacations and absences for personal reasons to correspond with school holidays. Teachers are **not** required to issue make-up work for unexcused absences.
2. **ARRANGE** medical / dental etc. appointments for after school or on student release days (whenever possible).
3. **BRING** in medical/dental etc. verification on student's return to school. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the date / time of the appointment.
4. **CLEAR** your student's absence each day of an absence.
5. **NOTIFY** the school by phone at **(760) 942-0520 ext 3303** or send an email to ocattendance@sduhsd.net
6. **CALL IN ADVANCE** to request Off-Campus Passes (OCPs)

PLEASE NOTE: THERE ARE NO STUDENT PICK-UPS AFTER 2.15 PM

Delivering Messages or Personal Items:

Since it is our desire to maintain a learning environment that is uninterrupted, the Attendance Office will not deliver items or messages to students in non-emergency situations. Students are responsible for bringing everything they may need at the start of the school day. This includes homework assignments, study materials, uniforms, athletic equipment and lunches.