

# ATTENDANCE PROCEDURES

If your child will be absent for any reason please call our attendance hotline, 24 hours a day, 7 days a week, to inform the school of the absence.

**619-668-5830**  
*Press 2 to report an absence*

Please leave the following information on the recording:

1. Date of absence
2. Child's name
4. Reason for absence
5. Your name and relationship to child.

- Absences are excused for illness, medical appointments or dentist appointments.
- Absences for personal reasons are unexcused.
- Absences that are not cleared on the attendance line or with the office are unexcused.
- If you know ahead of time about an absence that will last 5 days or more (for example, you are going out of town,) you will be asked to fill out a study contract. With this contract work will be sent home with your student to be completed during the absence, and the absence will be excused.

After 3 unexcused absences or 10 excused absences you will receive a warning letter from the district.

After 5 tardies you will receive a warning letter from the district.

If absences or tardies are excessive the district will require you to meet with a probation officer.

*Pursuant to California Education Code 48260.5 a parent or guardian is obligated to compel the attendance of the child. Parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Education Code 48290.*