

## **Attendance Policies and Procedures**

The State of California has a compulsory education law. This law states that scholars are required to attend school punctually and regularly.

1. **Excused Absence:** Absence for causes listed in the State Educational Code are: illness, medical, dental, and optometry appointments. For any type of doctor's appointment, please bring a doctor's note.  
\* Scholars that have a morning or afternoon doctor appointment are required to come to school for the portion of the day that the scholar is not at the doctor's office. (Example: Scholars that have morning appointments must come to school after the appointment, and scholars having afternoon appointments, must come to school for the morning).
2. **Unexcused Absence:** Absences for any reason other than those listed above. Truancy that is intentional is a violation of state attendance laws.
3. **Emergency Trips:** Scholars may be placed on an "Independent Study" when it is necessary for them to be away from school because of emergency trips. In order to meet your child's educational needs, contact the school office at least five days prior to absence for approval. This will allow for teachers time to adequately prepare lessons for your child's Independent Study. Independent Study is valid for not less than 5 school days.
4. **Reporting Absences:** Parents must send a note, e-mail or call the school office to report your child's absence. The note should include the date(s) absence and reason for the scholar's absence.  
(\*You can report absences by e-mailing absence notification to [ccobb@tustin.k12.ca.us](mailto:ccobb@tustin.k12.ca.us).)
5. **Tardies:** Scholars arriving late to school 30 minutes and/or more will be considered truant if there is not a medical reason (see excused absences). Scholars arriving late to school 30 minutes or more must be signed in by parent.

Scholars that have excessive absences and or tardies will be referred to the School Attendance Review Board (SARB).

Please remember that consistent attendance (including being on time to school) is critically important. Do not schedule vacations during the school year. The school loses state funding and your child misses a very important day of instruction and learning.

TUSTIN UNIFIED SCHOOL DISTRICT  
**Elementary Attendance and Tardy Procedures**

Elementary Attendance and Tardy Procedures

The Board of Education believes that regular and punctual attendance in school is essential to a scholar's success. Absence from school is one of the greatest contributing factors to unsatisfactory schoolwork. Pupils are required by law and Education Code 48260 to attend school punctually and regularly: Any pupil subject to compulsory full-time education who is absent from school without valid excuse three days in one school year or tardy or absent for more than any 30-minute period during the school day without valid excuse on three occasions in one school year is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

Regular attendance at school is important for every scholar for the following reasons:

- o Scholars need to be in class to learn.
- o The teaching-learning process builds on lessons previously taught.
- o Lessons often involve hands-on activities which cannot be duplicated with paper and pencil assignments outside of class.
- o Scholars who miss a day of school suffer because that day of instruction cannot be retrieved.
- o Scholars develop the habits of good attendance and punctuality for future careers.
- o School funding is dependent on scholar attendance.

Excused Absences (defined by school laws of the State of California) are absences for illness; medical, dental, or optometric appointments; or attendance at a funeral service for a family member.

Unexcused absences are absences for any reason other than those listed as an excused absence.

Consequences for Truancy or Absence: On the scholar's first day back to school after an absence, the scholar must bring a signed written note from his/her parent/guardian which lists the date of absence and specific reason for the absence. In lieu of a written note, a parent/guardian may call the school office or e-mail the school secretary.

If a student continues to be absent after three days with no notification from the student's parent/guardian, the school will call the student's home. Further monitoring includes:

5 absences in one trimester	Letter sent home
After 10 absences	Letter sent/parent conference
After 20 absences	Scholar labeled "At Risk" for retention
After 2 unexcused absences	Parent conference/letter notifying of possible referral to SARB
After 3 unexcused absences	Referral to SARB