

# ATTENDANCE AT A GLANCE

## NOT GOING TO BE AT TO SCHOOL...Call the Attendance Line @ 949-234-5929

Provide the following information when leaving a message:

- The date(s) of the absence
- The person calling
- Your child's full name (spell the last name)
- The reason for the absence (**if no reason is given, the absence will be marked as UNEXCUSED**)

Please note:

- Absences can only be excused within 72 hours. (If we have not received a call within 72 hours, the absence will be unexcused).
- If your student will be out five days or more, you can request an Independent Study Contract (see below).

### **EXCUSED ABSENCES (partial list):**

- Illness
- Medical or dental appointments
- Death or serious illness in the immediate fam
- Religious holidays
- Funeral (1 day if local, 3 days out of town)

### **UNEXCUSED ABSENCES (partial list):**

- Traffic
- Vacations
- Personal (no reason provided)
- Staying home to visit with friends or family
- Transportation breakdown
- Too tired

## CAN'T MAKE IT TO SCHOOL ON TIME...Stop in the office to get a tardy slip

### **EXCUSED TARDY**

- Illness
- Medical Appointments

### **UNEXCUSED TARDY (Partial list)**

- Traffic
- Rain/Weather
- Car difficulties

## LEAVING SCHOOL EARLY...Come to the office and we'll call your student from class

- A parent or guardian, who is on the approved contact list, must come into the office to sign the student out before he/she may leave campus.
- A Photo ID is required to sign out a student.
- Students will not be called out of class until the parent/guardian arrives to sign them out.

## GOING AWAY FOR 3 TO 14 DAYS...Request an Independent Study Contract (ISC)

- Notify the office **AT LEAST 10 SCHOOL DAYS PRIOR TO THE FIRST DAY OF ABSENCE** so that the request can be reviewed, and if approved, class assignments may be organized.
- ISC must be for a minimum of 3 days and a maximum of 14.
- Class assignments are due upon return to school.

**Questions? Contact Marcia @ 949-234-5951**