

# Attendance Guidelines and Procedures

## REPORTING A SCHOOL ABSENCE

To report a Full or Partial Day absence call:  
**925-855-2798**

### **Student's Absent or Arriving Late**

*WHEN REPORTING YOUR STUDENT'S ABSENCE TO THE SCHOOL PLEASE PROVIDE ALL OF THE FOLLOWING INFORMATION:*

Student's Name and Teacher

Reason for Absence

Date of the Absence

Your Name and Relationship to Student

### **Students Leaving Early**

If your child will be leaving campus during the school day, please let your child's teacher know.

When arriving on campus to pick your child up, please come to the office to sign them out

Your child will be called to the office.

### **Student Absences**

Current Board Policy regarding absences states "It shall be the responsibility of the parent and student to establish the nature of the absence to the satisfaction of the principal or designee. All absences which are not cleared within two (2) days after a student's return to school shall be recorded as unexcused."

## UN-REPORTED ABSENCES

If a student is marked absent from class but the office is not notified, the following steps will be taken to communicate to parents.

1. Parents will receive an "Attendance Safety Message" email by 8:30AM if the school has not been able to resolve a student absence by that time.
2. If a student absence is still unresolved by the end of the day, an additional attendance message will be sent via email and phone.