



Los Angeles Unified School District
Edward R. Roybal Learning Center

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Austin Beutner
Superintendent of Schools

Roberto Antonio Martinez
Local District Central Superintendent

Jared DuPree, Ed.D.
Principal

October 25, 2018

Dear Class of 2019 Parents and Students:

Graduation commencement ceremony is a privilege granted to students that successfully complete all graduation requirements and follow all district and school policies, including the school attendance plan. According to California Education Code (Sec 42800), you are required to be in school for the full attendance day at your designated school. To hold all students accountable, we will implement the following attendance plan for the school year of 2018-2019:

- Students must clear all absences in the intervention office within 3 days of the absence. Students with any **uncleared** absences or tardies will not be allowed to participate in the graduation ceremony.
- Students with 6 or more full day excused/unexcused absences and/or 24 class periods will not be allowed to participate in upcoming school activities, including prom or other senior activities. We expect all our students to maintain the district's proficient/advanced attendance rate goal of 96% or higher throughout the school year.

Please be advised that 3 tardies will count as 1 unexcused absence in that class period. This **attendance plan applies to all class periods, including first period and Advisory.** Additionally, **students who do not maintain a 96% attendance rate, as required by the district, will not be eligible to request extra tickets for graduation. No exceptions will apply given our limited amount of tickets available.**

Students may only be excused for illness, dental or medical appointments, attending a funeral and other justifiable reasons that are confirmed by the parent and with prior approval of the SLC administrator. Students who miss for a variety of other reasons will not be given an excused status. All notes excusing an attendance need to be submitted to our intervention office; notes will be verified. Students found to falsify documentation will be ineligible to participate in ANY school/senior activities, including graduation ceremony. Students that are found in danger of not meeting the school's attendance goals will be referred to Roybal's graduation committee that consists of teachers and their peers to review eligibility for participation in the commencement ceremony.

Your education depends on your prompt arrival and attendance in all of your classes. We look forward to seeing each of you graduate and enjoy the school/senior activities along the way. Please maintain good attendance to enjoy these privileges and remember that the graduation ceremony is one of the privileges that is earned by following all district and Roybal Learning Center School Policies, whereas your High School Diploma is earned by fulfilling all LAUSD graduation requirements. If you have any questions or concerns regarding your participation in Roybal's attendance plan, please see your SLC counselor or an administrator.

Thank you,

Dr. Jared DuPree
Principal

Return to your Advisory Teacher No Later than Monday, November 5, 2018

I, _____, fully acknowledge that I have read and understood the above attendance plan.

Student's Full Name

Student's Signature

Date of Birth

Parent/Guardian Signature

Date

SLC

Approved: Dr. DuPree