

## Common Attendance Codes:

- E** (Excused): Cleared
- D** (Doctor's note): Cleared
- F** (Field trip): Cleared
- I** (Independent study): Cleared

**C** (On campus): Cleared

**U** (Verified unexcused): Cleared

Note: California Education Code sets the definition of what qualifies as an "excused" vs "unexcused" absence.

**A** (Absent): No parent call or note to clear has been received yet

**T** (Tardy): Late to class after bell

**R** (Truant): Absence uncleared within 48 hours; No longer able to clear



Any student absent more than two periods in one day (even if cleared) will receive an automated phone call home to inform parents. Any student with excessive full day absences (even if cleared) will receive a mailed letter home to inform parents and possibly set up a School Attendance Review Team meeting (SART).

Parents can check attendance on Aeries at any time. Codes **E** and **U** are "good"; they indicate that the absence is cleared. Code **A** indicates an uncleared absence and will turn into **R** (truant) if not cleared within 48 hours, resulting in Saturday School or further interventions to make sure student is able to keep up on their work.

**Attendance Voicemail:  
714-455-9849**

**Attendance Office:  
714-986-7540 option 4**

# Esperanza High School

**Attendance Philosophy,  
Policies & Procedures**



**Attendance Voicemail:  
714-455-9849**

**Attendance Office:  
714-986-7540 option 4**



**How to Clear an Absence:** Absences must be cleared by a parent/contact anytime a student is not in class (unless the absence is due to an Esperanza sponsored activity such as a field trip or school athletics). A parent can clear an absence by leaving a voicemail with attendance, writing a detailed note, or by calling the attendance office directly. Please note only voicemails from phone numbers listed in Aeries will be accepted. All notes and voicemails must include the student's full name, grade, date(s) of absence, reason for the absence, and parent signature (if applicable).

**When to Clear an Absence:** Absences must be cleared within 48 hours of the student's return to campus. If not cleared, the absence automatically converts to a truancy, per California Education Code and the student may be assigned a four-hour Saturday School. Per California Education Code, students who accumulate more than three truant will be deemed chronically truant and are subject to further school and district interventions.

**Off-Campus Passes:** Students must have an off-campus pass from the attendance office in order to leave campus during the school day. Parents may call or write a note to request an off-campus pass, and students are required to check out with attendance and pick up the off-campus pass as they leave.

**Lunch Passes:** Parents of seniors who have: completed at least 30 of the 40 required hours of community service for graduation, have no outstanding debts, and are not on the hold list may sign off a lunch pass for their student to leave campus during lunch period only.

**Bridge Passes:** The safest way to cross Kellogg is via the bridge, but in case of injury or other verified condition, a parent can fill out the Bridge Pass Request Form available on the EHS webpage. Long term pass requests must include signed doctor notes and could prevent student from participating in athletics or other physically demanding school activities during their recovery.



**ATTENDANCE PHILOSOPHY:** We appreciate that the majority of our Aztecs recognize the importance of education by showing up to school regularly and on time. Last year, overall attendance was over 96%. Decades of research show a clear link between school attendance issues and academic struggles. The best thing our students can do to improve their learning and performance in class is to simply show up. Our team is here to support making sure all Aztecs achieve success at EHS!