

# Attendance Office FAQ

1. My child was absent. What should I do?

Upon his or her return to school, please send your child to the Attendance Office with a note with the following information:

- Your child's name
- The date(s) of absence
- The reason for the absence
- Your signature
- A phone number at which you can be reached
- A note from a medical office is always preferred for absences due to illness.

2. My child was not absent/tardy, but was marked as such. What should I do?

Please send your child to the Attendance Office. They will be provided with a form to circulate to their teachers, so any tardies/absences marked in error can be corrected.

3. I received a phone call about my child's attendance. Why?

It is the policy of LAUSD to notify parents about their children's attendance. Please listen carefully to the message as it contains all necessary information (i.e. "Your child was marked absent or tardy for the following periods: period 1").

4. My child is on a field trip. Why did I get a phone call about my child's attendance?

It is the policy of LAUSD to notify parents about their children's attendance. While your child is on a field trip, it is the responsibility of their teachers to mark their period-by-period attendance. Please note that the teacher supervising the field trip provides the Attendance Office with a list of participating students. Our Attendance Office staff collects a field trip attendance list the day of the field trip and amends students' attendance records to reflect their participation in the field trip. Participation on a field trip does not count as an absence.

5. My child is going to be tardy. What should I do?

Please send your child to the Attendance Office with a note. A note from a medical office is always preferred for tardies/absences due to illness.

6. I picked up my child early yesterday, what should I do?

There is no need to send your child to school upon their return with a note, for you already provided a rationale for your child's partial day absence when you picked them up early. The one exception to this is if your child was picked up early to attend a medical appointment. As a note from a medical office is always preferred, please provide our office with a note from a medical office whenever feasible.

7. I need to pick up my child early. What should I do?

Please come to the Attendance Office prior to 2:45 p.m. (Monday, Wednesday, Thursday, Friday) or 1:10 p.m. (Tuesday.) Be prepared to show ID.

8. Someone that is not on my child's emergency form is going to be picking up my child, what should I do?

Please send your child to school with a note indicating that you authorize the release of your child to the person you wish to pick up your child, or fax such a note to 818-990-7651.

9. Why was my child marked tardy to period 1 when I know I dropped them off prior to the bell?

It is Millikan's attendance policy that all students are in their seat, ready to work before the bell rings. It is possible that your child was not in their seat, ready to work when the bell rang. They may have been at their locker, in a restroom, etc.