

Attendance Codes

When a student is absent from school, please call the school office at (626) 963-5731 extension 5564. Messages may be left at any time day or night 24/7. If you cannot call, please send a note with your student when your student returns to school. Absences not cleared within two business days will be changed to cuts. Cuts not cleared within two business days will remain permanent unless cleared through the Assistant Principal's or Dean's office. Attendance can be reviewed at any time online through the parent portal on the GHS website. State funding (ADA) is lost to the school district for any absence of a student, including excused absences.

Excused Absences

- **Illness (code I):** All day or partial day absences will be excused. Please note that if the student is absent due to illness for multiple days, a doctor's note may be required.
- **Doctor appointment (code X):** Students who have an all-day or partial day doctor's appointment will be excused. Doctor's appointments include medical, dental, orthodontic, optometric, physiologic, or chiropractic appointments.
- **Funeral (code X):** Students who attend the funeral of an immediate family member is excused, so long as the absence is not more than one (1) day if the service is conducted in California and not more than three (3) days if the service is conducted outside of California.
- **Court appearance with court documentation (code X):** Students who are attending court will be excused so long as documentation is provided.
- **Religious Holiday/Ceremony (code X):** Religious holidays/observances will be excused.
- **Educational conference (code X):** Conferences offered by a nonprofit organization with prior approval from the principal's office will be excused. There is a limit to the number of days a student may be excused for educational conferences.
- **Election worker (code X):** Serving as an election worker.

School Activity

- **School activity (code V):** Anytime a student is not in their assigned classroom but is participating in an activity related to school they are marked verified not absent. This includes sports, ASB activities, counselor appointments, and music or drama performances.

Unexcused Absences

- If a call or note is received from a parent or guardian and the reason for the absence is not one that is listed under the above excused absences, the absence will be recorded as **unexcused (code U)**.

****Please Note:** Pupils absent from school with the Parent/Guardian's permission (codes I, X, V or U) shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

Cuts

- **Cut (code C):** Any absence not cleared by a parent or guardian. Work missed for a cut may or may not be allowed to be made up according to the teacher. Disciplinary action may be taken.

Suspension

- **Suspension (code S):** Absence due to suspension. Work missed for a suspension may or may not be allowed to be made up according to the teacher.