

STUDENT ATTENDANCE POLICY

San Lorenzo Valley Unified School District observes and adheres to California Education Code 48205 when excusing student absences. A student absence will only be excused if the reason for the absence, as reported by the parent/guardian, meets the criteria specified in California Education Code 48205 (see below). It is the duty of each parent, guardian, or person having control or custody of a minor to compel and guarantee regular and prompt attendance to class. The State of California requires that when a student is absent, the PARENT or GUARDIAN must contact the school and verify the reason for, and the dates of the absence. Absences not excused by a parent/guardian within 3 days will be recorded as unexcused and may result in truancy.

Excused absences as specified in **California Education Code 48205** are as follows:

1. Personal illness or injury
2. Quarantine under the direction of a county or city health official
3. Medical, dental, optometric or chiropractic services in which student can present a note from parent/guardian or evidence of appointment.
4. Attendance of funeral service for a member of the IMMEDIATE family.
5. Jury duty in the manner provided by law.
6. Pupil is custodial parent of a child who is ill or has a medical appointment.
7. Exclusion for failure to present evidence of immunization.
8. Exclusion from school because student is either the carrier of a contagious disease or not immunized from a contagious disease.
9. Pupils in Grade 7 to 12 who leave school with prior approval of the principal or designee to obtain confidential medical services. The pupil is to return a copy of the medical professional’s appointment verification form.
10. Upon WRITTEN REQUEST OF THE PARENT/GUARDIAN and PRIOR APPROVAL OF THE PRINCIPAL OR DESIGNEE and pursuant to Board policy, a student’s absence may be excused. Reasons include, but are not limited to:
 - a. Appearance in court.
 - b. Observance of a religious holiday or ceremony.
 - c. Attendance at religious retreats, not to exceed 4 hours per semester.
 - d. Employment interview or conference.
 - e. Attendance at a funeral service for someone who is not a family member.
 - f. Family emergencies.
 - g. Appearance at SARB or SART

Note: A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of any class room which a pupil is absent shall determine the tests and assignments reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

UNDERSTANDING STUDENT RECORD ABSENCE CODING:

If you review your student’s attendance record you will find that on the days your student is in attendance, their attendance record will be blank. For the days your student was not at school, or was tardy, an absence code is entered on his/her attendance record. The following is a list of absence codes, their definitions and descriptions to assist parent/guardians in understanding these codes:

CODE CATEGORY FOR EXCUSED ABSENCES:

CODE	Definition	Description
Blank:	Present	Student is at school.
V:	Verified Activity	Student is participating in school verified activity.
S:	Sick/Medical	Student is ill or has medical priorities.
I:	In-School Suspension	Student is present but out of regular classroom.
O:	Suspension	Out of school suspension.
K:	Make-up prior truancy	Student put in additional time to make up time lost due to truancy.
M:	Independent Study	Student is absent for 5 or more days, however, the Independent Study contract has been completed.

Y:	Teacher Suspension	Student has been removed from class by teacher
E:	Misc. Absences	Excused - The reason for absence is compliant with State Education Code 48205. This includes absences for attendance of funeral services for member of immediate family, jury duty, student is custodial parent of ill child, failure to present evidence of immunization, student is carrier of contagious disease or not immunized for contagious disease, quarantined under direction of health official
F:	Prior Approval	Absence has received prior approval by the Principal/designee for religious holiday, employment interview, non-family member funeral service, family emergency, court appearance, SART/SARB or confidential medical appointment.
HH:	Home & Hospital	Student is on Home & Hospital as recommended by physician.
D:	Needs Tdap	Evidence of Tdap immunization has not been provided. Student cannot attend school until documentation has been provided at the immunization checkpoint.

Note: For further information on how to clear your student's absences please contact your site administrator or registrar.

CODE CATEGORY FOR UNEXCUSED ABSENCES (TRUANT):

CODE	Definition	Description
A:	Absent	Student is absent without parent/guardian verification.
P:	Parent Verification	Parent calls in to report the absence, but the reason for the absence fails to meet the State Education Code specifications—absence is verified but unexcused and therefore still counts
C:	Cut	Class period absence without a verifiable reason.
R:	Registered but not attending	Student is registered but has not come to school.
N:	Independent Study	Student is absent for 5 or more days while on Independent Study Contract and the contract has not been completed.
W:	Absent But Perfect Attendance	Student is participating in school sanctioned event, i.e. "Take Your Daughter to Work Day". Even though this is an unexcused absence it will not count against the student if the student has otherwise perfect attendance.
U:	Unexcused	Student is absent for unexcused activity or reason.
X:	All Day Truancy	Truant for the day – pending absence verification

*Note: Some examples of **unexcused** absences include, but are not limited to, car trouble, alarm didn't go off, missed bus/carpool, traffic, electricity went off, family vacation, etc. **It is important for parents/guardians to remember that even though you may report your student's absence, if the reason given for the absence does not meet the criteria outlined by the State of California in the excused absence section, the absence will be coded as parent verified (P Code), but will not be excused.***

TARDIES CATEGORY:

CODE	Definition	Description
T:	Tardy 30- Mins.	Student is tardy for 30 mins. or less with no valid excuse
L:	Tardy 30+ Mins.	Student is tardy for 30 mins. or more with no valid excuse.
Z:	Tardy w/Excuse	Excused with acceptable explanation, i.e. doctor/dentist

*Note: Tardiness interferes with the instruction of all students. It is expected that all students respectfully arrive on time for all classes. Students who are continually tardy may be referred to the school site administrator or the Santa Cruz County School Attendance Review Board. **For further information please contact your site administrator.***