

ATTENDANCE AT A GLANCE

NOT GOING TO BE AT SCHOOL...Call the Attendance Line @ (949)234-9902

Provide the following information when leaving a message:

- The date(s) of the absence
- The person calling
- Your child's full name (spell the last name)
- The reason for the absence **(if not reason is given, the absence will be marked as UNEXCUSED)**

Please note:

- Absences can only be excused within 72 hours. (If we have not received a call within 72 hours, the absence will be unexcused).
- If your student will be out five days or more, you can request an Independent Study Contract (see below).

EXCUSED ABSENCES (partial list):

- Illness
- Medical or dental appointments
- Death or serious illness in the immediate family
- Religious holidays
- Funeral (1 day if local, 3 days if out of town)

UNEXCUSED ABSENCES (partial list):

- Traffic
- Vacations
- Shopping
- Staying home to visit with friends or family
- Transportation breakdown
- Too tired

CAN'T MAKE IT TO SCHOOL ON TIME...Stop in the office to get a tardy slip

EXCUSED TARDY

- Illness
- Medical Appointments

UNEXCUSED TARDY

- Traffic
- Rain/Weather
- Car difficulties

LEAVING SCHOOL EARLY...Come to the office and we'll call your student from class

- A parent or guardian, who is on the approved contact list, must come into the office to sign the student out before he/she may leave campus.
- A Photo I.D. is required to sign out a student
- Students will not be called out of class until the parent/guardian arrives to sign them out.

GOING AWAY FOR 5 TO 10 DAYS...Request an Independent Study Contract (ISC)

- Notify the office AT LEAST 10 SCHOOL DAYS PRIOR TO THE FIRST DAY OF THE ABSENCE so that the request can be reviewed, and if approved, class assignments may be organized.
- ISC must be for a minimum of 5 days and a maximum of 10.
- Class assignments are due upon return to school.

QUESTIONS? Contact Shannon @ (949)234-9900

