

→ **IMPORTANT INFORMATION ABOUT** ←
ATTENDANCE OFFICE PROCEDURES

◆ To report your student's absence from Davis SeniorHigh School, phone 530-757-5400 x115 and leave the following information:

Legal name of student, student ID#, grade level, reason (medical or personal), date(s) of absence(s), your relation to the student, contact phone number.

▲ If your student also attends DaVinci, the absence must be cleared there as well. Please call at (530) 757-7154.

◆ If no call is made, a note may be sent with your student when they return. The note must specify: **legal name of student, student ID#, grade level, reason (medical or personal), date(s) of absence(s), your relation to the student, contact phone number, and must be signed by the parent.**

▲ You have two business days to clear your student's absence. If no call is received after two school days, then the "unverified" is an unexcused absence and cannot be changed thereafter.

◆ If your student was marked absent incorrectly by a teacher, your student should: Check with the teacher, complete an attendance correction form, and return this form to the Attendance Office.

◆ DSHS is a closed campus except for lunchtime. Therefore students MUST check out before leaving campus and MUST check back in upon returning to ensure the student is not marked "Left Without Permission" which is counted as an unexcused absence.

▲ 18 year old students must follow same attendance procedures as all other students.

▲ The reason for the absence, NOT the parent call determines if the absence is excused or unexcused.

▲ Specified absence reasons allowed by the State are:

- *Excused absences*: illness, quarantine, medical, dental, optometry, chiropractic service, funeral for immediate family member, limited to one day in California, three days out of state, jury duty; medical appointment for a student in the custody of the student; justifiable reason (court appearance, religious holiday/ceremony, employment conference) with written request of parent/guardian and approved by the principal or designee. *Ed Code 48205*:
- *Unexcused* = parent/guardian authorized absence but not for the Ed Code reasons stated above.
- *Unverified* = no parent/guardian communication with the school.

▲ When will a truancy letter be mailed to you:

- *Letter 1:* Mailed after **10** unexcused period absences or period tardies over 30 minutes. Contact with parent and/or student about attendance, grades. Possible referrals and consequences are discussed.
- *Letter 2:* Mailed after **20** unexcused period absences or period tardies over 30 minutes. Formal meeting is requested by administration to review as mentioned in Letter 1. Level 2 intervention Truancy Contract is signed by both student and parent/guardian.
- *Letter 3:* Mailed after **30** unexcused period absences or period tardies over 30 minutes. Formal meeting is requested by administration to review as mentioned in Letter 1. Possible home visit by School and Police Department representatives. After School Intervention Program is required of habitual truant for 8 consecutive days.
- *Excessive Excused:* Mailed after **70** excused period absences or period tardies over 30 minutes. You will be required to provide verification from your student's physician to clear additional absences (*Ed. Code 46011*).

For more information about Attendance and/or Truancy policies, please read the Student Planner or view online at www.davisseniorhigh.net