

# Attendance Frequently Asked Questions (FAQ's)

## 1. Where does a student submit their note after an absence?

A parent/doctor's note must be submitted to the **Attendance Office** within three days of an absence.

## 2. What absences can be considered Excused Absences?

Examples of excused absences include: illness for less than four consecutive days with a note from a parent, proof of court appearances, doctor's note, and funeral of immediate family members.

## 3. What absences will not be considered Excused?

Example of unexcused absences include: car trouble, trips with parents, driving exams, baby-sitting, missed bus, overslept, job interviews, and other categories that do not meet district or state guidelines.

## 4. What is a "Health" absence?

A "Health" absence occurs when a student is present for one or more class periods and then leaves or returns to school from a doctor's appointment. This absence does not count against the student's attendance record and is coded as an "H." Documentation of the doctor's appointment must be submitted to the Attendance Office immediately upon the student's return to school.

## 5. What is a "CRT" absence?

A "CRT" absence occurs when a student is summoned to court. The absence does not affect attendance status. Proper documentation must be provided immediately upon return to school.

## 6. What is an Attendance Waiver?

Students can submit a request for an Attendance Waiver if they have absences as a result of extenuating medical or personal circumstances. There is an Attendance Committee that reviews the Attendance Waivers and either grants or denies the student's request. The Attendance Waiver form can be picked up in the Attendance Office.

## 7. What is a Warning Notice?

A Warning Notice is a document that is given to the student and the parent/guardian to address the fact that the Compulsory Attendance Law has been broken. If the student continues to have Unexcused Absences it may result in both the parent and the student being summoned to court. If a student has been issued a Warning Notice you will see a WN on their Attendance Summary.

**8. What is the Compulsory Attendance Law?**

Compulsory Attendance Law states that students must in attendance at least 90% of the time. If students accumulate 3 or more unexcused absences in a 4 week period they can be issued a Warning Notice. This is why it is imperative that we encourage students to turn in a parent/doctor note when they are absent from school.

**9. If a student attends Attendance Recovery, he/she will not be sent to court, correct?**

NO! Attendance Recovery is a school program that allows students to salvage credit(s) by regaining hours lost due to absences. Attendance Recovery DOES NOT prevent a student from being sent to court.

**10. How many absences can a student have before they lose credit?**

Students can have 9 absences in each of their semester long courses and 18 absences in their full year courses. Keep in mind both Excused and Unexcused absences count toward the number of permitted absences.

**11. How do I know how many Attendance Recovery hours a student owes?**

Teachers can generate Parent Conference Reports from their Gradebook or refer to the Credit Denial Report that will be sent out by Ms. Almendarez. The only column on the Parent Conference Report that you need to look at for attendance purposes is the Sem 1 (90%) column.

**12. How do students do Attendance Recovery?**

Students can either attend tutoring sessions with their teachers or attend the Attendance Recovery sessions that are monitored by the Success Team teachers.

If you have any questions regarding Attendance or Attendance Recovery please contact Ms. Almendarez.