**ATTENDANCE PROCEDURES**

Welcome Parents and Students!

It is very important that every student to be in class on time, every day, ready to learn! Regular attendance is vital to a student’s success in school. The student who is frequently absent, misses direct instruction even when written work is made up.

When a student is absent, parents are required to call on the day of the absence and send a written note upon students return.

To leave a message, call the Saddleback Attendance Hotline: (714) 569-6302.

To speak with the Attendance Technician, call (714) 569-6301.

If leaving a message, speak clearly and provide:

* Your (Parent/Guardian’s) Name
* Your student's name
* Students permanent ID #
* The date(s) of the absence
* Reason for the absence

The note should include the absence date(s), reason for the absence, first and last name of the student along with the ID# and grade.

Students will be assigned Saturday school for excessive tardies and for unexcused absences. Repeated absences or tardies for any reason will result in a SART meeting with an administrator. Student must attend school in order to participate in any extracurricular or athletic events taking place on the same day. Below you will find helpful tips that will help you to succeed in the school year!

**PARENT PORTAL:**All parents are to actively use the Parent Portal to closely monitor student’s attendance record.

**RE-ADMITS:** Students are required to get a re-admit in the attendance office **before school starts or during lunch**. Students are not to come to the attendance office during class instruction.

Excused absences will be issued for the following reasons:

1. **Illness** - please provide a signed note from parent

2. **Medical, dental, optometric, or chiropractic services** – please provide doctor’s note

3. **Funeral services for a member of the immediate family**

4. **Jury Duty**

5. **Observation of religious holiday** – 4 hours per semester

6. **Court Appointment/ Legal Appointment** – Please provide note

Absences due to other personal reasons other than the ones listed above need to be approved by an administrator prior to being excused. All other absences due to personal reasons will not be excused. **Students will be able to make up unexcused absences on WIN Saturday School.**

**ATTENTION:** Student can be excused with a written note throughout the school year 14 times.  On the 15th time student is required to bring a note from a physician. If the student is unable to go to the doctor student can come to school to be seen by our school nurse to be excused on days that student will be absent.

**MEDICAL, DENTAL OR COURT APPOINTMENTS:** Students must make every effort to make their prescheduled appointments early in the morning or late in the afternoon so that minimal amount of class time is missed. If student misses school or is partially absent during the day, it is **required to bring in a medical/dental/court note** the next day to the attendance office to excuse the absence.

**VACATION**: If student schedules a vacation or other out of town trips that are more than 5 days consecutively during school days, student must report to administration or attendance technician to set up an extended vacation contract at least **two weeks prior to absence**. If the student doesn’t not comply with the terms of the contract the days missed by the student will be considered automatically unexcused and teachers will not be required to provide make up work.

**TARDIES:**

Reasons not excused are

1.       Car broke down/Flat tire/Battery died

2.       Inclement weather/Traffic

3.       Overslept

4.       Personal reasons not approved by administration

If tardy due to a medical appointment, please provide a **doctor’s note** upon arriving to school.

**EARLY RELEASE:**

We are a closed campus. If a student needs to leave campus while school is in session, the parent/guardian (or his designee) must come in to sign, present an official ID, and pick up the student from the office. No student is to leave campus before the end of the school day without office approval. Only designees listed on the emergency contact list may sign out student. **NO EXCEPTIONS.** Any student who leaves campus during the day without a release slip will be considered truant and not allowed to clear truancy.

Please remember that phone calls for parent pick-up may delay the release of the student due to unforeseen circumstances. For planned early releases, student may bring a note from the parent to the attendance office in the morning. Please specify the reason and the time of the release. Students must bring the note to the attendance office before school. They will be given a pupil release slip to be dismissed from class early, and will wait for the parent/guardian in the attendance office. Note that the parent/guardian need to come in the office and sign the student out.

**TYPES OF ABSENCES**

**Chronic Absences**Absent more than 10% of the time; includes all types of absences.

**Excessive Absences**More than eight days of absence cumulative in the entire school year for any reason that is not hospitalization.

**Make-up Work**For all absences except truancy/unexcused, a student is permitted to make up the work missed, provided that the student or parent makes arrangements with teachers. It is the parent/student's responsibility to make these arrangements. Student shall submit make up work within the deadlines set by the teachers usually a time period not to exceed the total number of days absent.

**Normal Attendance**Zero to four days of absence cumulative in the entire school year.  
  
Students who are successful have normal attendance. This includes all absences. Strong attendance promotes learning and a sense of personal responsibility in the student and it is imperative for academic achievement.

**Perfect Attendance**No absence to any class.

**Punctuality**Students are expected to be in their assigned seats ready to work when the tardy bell rings. If a student is detained by a staff member, the student must obtain a written pass from that staff member. If a student is tardy to class after teacher warning and parent contact by the teacher, the student will be subject to the consequence provided by the teacher. Punctuality is a behavior or conduct concern.

**Truancy**Absent or tardy in excess of 30 minutes to any class during the school day without a valid excuse**.**

**Unexcused**Any absence not verified in a timely manner (within 72 hours of the absence). The unverified absence will be recorded as unexcused for the remainder of the school year. Unexcused absences are counted together with the truancy absences.

**PARENTS - STAY INFORMED**

**Parent Portal**All parents are to actively use the Parent Portal to closely monitor student’s attendance record.  **Reasons for Absence**Illness, Medical (quarantine or hospitalization), Health Appointment (not contagious and not hospitalized; usually not an all-day absence), Death of a parent, sibling, grandparent, or member of the immediate household (limit is one day in state and three days out of state), Justifiable (court appearance; religious observance limited to 4 hours per semester; custodial parent of a child who is ill or has a health appointment during school hours; personal), Unexcused (absence not verified in a timely manner), and Truancy. **Saturday School (WIN Program)**Attending one Saturday School allows the student the opportunity to clear up one full-day-absence. The responsible student signs up for Win Saturday School. In addition, Win Saturday School is assigned to students with excessive or chronic absences on their record.

**COMPULSORY EDUCATION LAW**  
**Due Process**Parents of school-age children who receive the First Notification of Truancy Letter or the Excessive Excused Absences Notice #1 are required to attend a meeting at the school with the Principal Designee. Parents who receive the Second Notification of Truancy Letter will have their child’s attendance reviewed by attendance staff or by the district attorney. Parents will be mailed a District Attorney Letter along with the Second Notification of Truancy. These parents will be required to attend the general conference with the District Attorney at a designated site.

**Mandatory Attendance**Students are expected to attend school every day. Education Code 48290 sets out the basic authorization for the County District Attorney to hold parents accountable for their school-age children’s attendance.

**Notification Letters to Parents**The School District Office mails home three types of notification to alert parents of an attendance problem and urging parents to take corrective action. The types of notification are Tardy Letter, Excessive Excused Absences Letter, and Truancy Letter. **School Attendance Review Board (SARB)**California compulsory education law requires minors between the ages of six and eighteen years of age to attend school, except sixteen and seventeen-year-olds who have graduated from high school or passed the California High School Proficiency Exam (CHSPE) and obtained parental permission to leave.  
   
Any student with habitual truancy or excessive absences or chronic absences will be considered for recommendation to the School Attendance Review Board. If the student continues to miss school after the SARB Hearing, the matter is referred to the courts. Court can then use penalties or other measures to seek compliance with compulsory school attendance.

Any questions or concerns, please contact the attendance office at

714-569-6301.

Spanish version coming soon. Versión en español en breve.