

Dear Parents/Guardians,

As we begin a new school year we know that you are eager to ensure your student's success for the upcoming school year. One of the greatest indicators of student success is making sure your student has outstanding attendance at school for the entire academic year. This is why we want to remind you of our attendance policy in Los Angeles Unified School District (LAUSD) as well as some changes within this policy.

As parents you are a vital part of your student's success at school as well as to their future achievement. We want to remind you that attendance is directly linked to academic success. Poor attendance is directly related to academic failure and is one of the strongest predictors of student dropout. **The California Education Code (E.C.) 48260** requires the school district to notify parents when their student is classified as truant. The law defines a student ages 6-18 truant when there are **three** full days of unexcused absences or **three** unexcused tardies of more than 30 minutes or any combination thereof in one school year.

We realize that the first step in addressing truancy is to make certain that parents are notified when their student is absent from school without a valid excuse. To ensure that parents are notified in a timely manner when their student is classified as truant, the LAUSD began automating the Initial Truancy Letters. Prior to this school year, schools were responsible for manually generating these letters and sending them out to parents.

To avoid having your student marked as a truant, it is important that you confirm all absences. We ask that upon your student's return from an absence and/or tardy, a note is submitted to the school's attendance office. If a note is not received within 10 school days, the absence will be recorded as unexcused and may lead to your student being labeled as a truant.

The district wants to help parents in ensuring their student has a successful academic year by making the following suggestions:

- when your student is absent or needs to miss part of the school day, schedule all appointments for your student after school, on weekends or during student's vacation or holidays
- If the appointment must be made during school hours, please have your student attend school prior to the appointment and/or return to school after the appointment to complete the school day

We look forward to partnering with you to make sure that your student is successful at school. We are available to offer support and guidance to address any issues that prevent your student from attending regularly.

Sincerely,

  
Principal

