



Attendance and Student Educational Success

An important step toward student achievement (College & Career Readiness) is being here. School attendance is critical to student academic success. In order to provide increased communication regarding attendance issues, our District works to provide prompt notification for parents when attendance issues arise. Site leaders are also available to assist. Should you receive notification of attendance concerns, please feel free to contact your child's school for help; we are here to help all students take this important step toward student achievement.

Creating an early pattern of regular attendance establishes attitudes and habits that will carry over into adult work habits. Inconsistent attendance results in falling behind in class work and class instruction making it difficult to catch up. Your child's success in school depends on having a solid educational background, one that can only be gained through regular school attendance.

It is important that a parent informs the school's attendance personnel of the student's absence. State law states that absences are excused as follows: medical reasons (medical appointment or illness) or a death in the immediate family and other justifiable reasons, (please refer to District's Board Regulations 5113). All other absences are unexcused, per State law, even if a parent calls to report their child's absence. Any tardy over 30 minutes, except for medical reasons, is also unexcused. If a student has three (3) instances of unexcused absences and/or three (3) unexcused 30-minute or more tardies in a given year, the student is considered truant and the student's parent/guardian will receive a letter.

For pre-planned absences of one (1) period to four (4) days, advanced written request by the parent/guardian and approval of the principal or designee is requested. These pre-approved absences are for other justifiable reason such as college visits, drivers' license tests, appearance in court, attendance at a funeral service for a non-immediate family member, attendance at religious retreats, employment interview or conference, family necessity of less than five (5) days.

Truancy Letters	
3 instances* of unexcused absences	1 <sup>st</sup> Truancy Letter
2 additional instances* unexcused absences (5 total instances)	2 <sup>nd</sup> Truancy Letter
2 additional instances* of unexcused absences (7 total instances)	3 <sup>rd</sup> Truancy Letter (Habitual)
Excessive Excused Letters	
7 instances* of excused absences	1 <sup>st</sup> Excessive Excused Letter
7 additional instances* of excused absences (14 total instances)	2 <sup>nd</sup> Excessive Excused Letter

\*Instances – any absence that is between 1 period through 1 full day OR a tardy of 30 minutes or more.

We believe that with guidance and support all students can reach their greatest potential, and we look forward to working with you to ensure regular attendance for your child. Thank you for working with us to help your student take this important step in his/her academic success.

Sincerely,

Rae Huseman and Kelly Mills  
 Child Welfare & Attendance Liaisons  
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 Pleasanton Unified School District