



EL Dorado High School Attendance Procedures



Attendance Office Message Line: (714) 987-2759

Edhs_attendance@pylusd.org

Clearing an absence: All absences must be cleared by a parent/guardian whenever a student is not in class, unless the absence is due to an El Dorado-sponsored activity such as a field trip or EDHS athletics. A parent can clear a student's absence by calling the attendance message line, by writing a note, or by emailing edhs_attendance@pylusd.org. Please note, for security purposes, **ONLY** emails from the parent email address listed in Aeries will be accepted. All notes, emails, and phone messages must include the student's full name, grade, date(s) of absence, reason for the absence, and parent signature. *The attendance office will not accept any note which does not include all of the above information.* Students may drop off their notes in the basket located on the attendance counter upon arriving at school.

When to clear an absence: All absences must be cleared **within 48 hours** of the student's return to campus. If not cleared, the absence automatically converts to a truancy per California Education Code and the student will be assigned a four-hour Saturday Detention. Per California Education Code, students who accumulate more than three truants will be deemed chronic truants and are subject to further school and district interventions.

Off Campus Permits: If a student needs to leave campus during the school day, a parent/guardian must write a note requesting an off-campus permit. Students must drop off the note in the attendance basket upon arriving at school. Any student who leaves campus during the day without an off-campus permit will be considered truant, accountable to the same consequences listed above. If an adult other than the student's parent/guardian wishes to pick up the student, the attendance office must be notified in writing, email, or phone call to authorize release of the student to the adult.

Important Reminders: Any student who is absent more than two periods will receive an automated phone call home to inform the parent/guardian of the absence. This call goes out even if the absence was cleared earlier that day. Parents can check real-time attendance on Aeries at any point throughout the day. The attendance codes "E" {excused} and "U" {unexcused} are considered the "good" codes; they indicate that a proper note or phone call was received. California Education Code sets the definition of "excused" and "unexcused". An attendance code of "R" is truant, which will result in Saturday Detention or further interventions.



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