

# FAQS FOR PARENTS

## FREQUENTLY ASKED ATTENDANCE QUESTIONS

### 1. WHAT DO I HAVE TO DO IF MY STUDENT IS GOING TO BE ABSENT FROM SCHOOL?

Report your student's absence directly to the school as soon as possible. You may verify your student's absence by phone call, voice message, in person, Absence web form located on the school website, or note. **Please provide the following:**

- First and last name
- Grade
- Date of absence
- Reason for the absence
- Your name and contact information

### 2. WHAT DOES IT MEAN TO "VERIFY" MY STUDENT'S ABSENCE?

When a student is absent, parents are required to report the absence to the school attendance office in order to verify the reason for your student's absence.

**If you do not call us, we may call you in order to ensure your student is safe.**

### 3. WHAT HAPPENS AFTER I HAVE REPORTED MY STUDENT'S ABSENCE?

The attendance staff will then determine the correct attendance code and update your student's attendance record according to Ed. Code and District policies.

### 4. WHAT HAPPENS IF I FORGET TO CALL IN MY STUDENT'S ABSENCE ON THE DAY OF HIS/HER ABSENCE?

An automated Absence Message will be sent home via phone, email and text each time your student is marked absent unless the absence is verified and recorded in the system already. You may verify your student's absence up to 5 school days after your student has been absent. **Absences that are not verified within the time allowed will be considered unverified which is an unexcused absence.**

### 5. CAN MY STUDENT'S TARDIES BE EXCUSED?

There are three different ways we document tardies.

- Tardies under 30 minutes after the school start time are considered excused by state law.
- Tardies over 30 minutes after the school start time can be excused with valid documentation
- Tardies over 30 minutes after the school start time without a valid excuse (as determined by excusable absence reasons EC 48205) are considered truant.

### 6. WHEN IS MY STUDENT CONSIDERED TOO SICK TO ATTEND SCHOOL?

Students are not to attend school with a temperature over 100-F, and/or symptoms of vomiting or diarrhea, they must be fever free for 24 hours. Remember to request your student's work if they must be absent.

### 7. WHAT IS THE DIFFERENCE BETWEEN AN EXCUSED AND AN UNEXCUSED ABSENCE?

Under state law, an absence is considered "excused" only for specific reasons found under E.C. 48205 or on our Excused Absences Flier.

### 8. WHY AM I RECEIVING LETTERS FOR ABSENCES THAT I ALREADY VERIFIED FOR MY STUDENT?

Please see detailed list for attendance letters below.

- **Chronic Absence Letter** - You may receive a Chronic Absence Letter or more anytime after your student misses 10% or more of the school year (2 days or more per month). This letter is informational and ensures that you are aware of how much learning they are missing
- **EveryDay Labs Absence Reports** - All students will likely receive EDL Absence Reports which provide attendance information, resources, and offers services. These are strictly informational letters and no action is required.
- **10-Day Health Letter** - The 10-Day Health Letter is a courtesy health letter used to notify you that we only allow 10 parent-verified illness or mental health absences. It is important that we notify you because any further absences without a medical-verified note may be considered unexcused.
- **Truancy Letter** - Depending on whether you received truancy letters 1, 2, or 3, you may be asked to contact your school to schedule an ESP meeting. Refer to question 12 for further detail.
- **Excessive Tardies/Early Dismissals Letter** - This is a courtesy notice to inform you that your student has an excessive amount of tardies or early dismissals that is impacting their learning.
- **Miscellaneous** - Please read letter carefully for any action required on your part.

For any further questions, please contact us:  
(916)643-2121



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# ATTENDANCE FAAQS



## 9. WHAT ARE TRUANCIES AND WHAT HAPPENS NEXT?

**State law requires the school district to mail out notices of truancy and excessive absences.**

Truancies are unexcused absences by law. State law defines a truant student as a student who has had at least 3 full or partial days of unexcused absences, including tardies over 30 minutes, in one school year. If you have any questions on why your student qualifies you may reach out to the school's attendance clerk or the main Office of Attendance & Engagement at 916-643-2121.

- **What happens next:** If your student continues to be absent, we will work with families to create an Engagement Support Plan with your school principal. If attendance does not improve a Restorative SARB Referral will be made to the District Office of Attendance & Engagement. California law states that students must attend school, so while SCUSD does not want to be punitive with our students, we must follow the law to ensure your student has the most opportunities to succeed as possible. The SARB meeting results in a SARB Contract and referrals to Community Based Organizations to support the family in improving attendance.

## 10. WHAT IS AN ENGAGEMENT SUPPORT PLAN (ESP)?

An Engagement Support Plan (ESP) meeting is the district's restorative practice approach to improve attendance for students who are considered truant and/or chronically absent. The goals of the meeting is to:

- Strengthen collaboration between staff and departments around attendance & engagement
- Work in partnership with your family
- Identify barriers to attendance, engagement and school success
- Determine possible solutions to the current concerns
- Create a plan (ESP) that acknowledges your students individual strengths and areas to grow
- Support positive change to result in improved attendance and engagement in school

## 11. WHAT IS A SCHOOL ATTENDANCE REVIEW BOARD (SARB) AND WHY WAS I REFERRED?

A SARB meeting is the in-district intervention that we provide following SCUSD's Absence Process.

Your family is being referred to SARB because despite our interventions, the student(s) attendance did not improve. This is a formal meeting held at the District office where we review student's records that substantiate truancy as well as to identify the issues impeding student attendance. Our goal is to come to a set of agreements between the family and the district that will ultimately improve the situation of the student(s) and family.

## 12. I NOTIFIED MY STUDENT'S SCHOOL OF THEIR CHRONIC ILLNESS. WHY AM I STILL RECEIVING LETTERS?

Thank you for providing a medical note for your student's chronic illness. Please understand that for documentation purposes parents are still required to notify the school for each absence even if it pertains to the student's chronic illness.

## 13. WHAT DO I DO IF MY STUDENT IS REFUSING TO GO TO SCHOOL OR IS CUTTING CLASS?

There are a few things you can do:

- Attend school with your student
- Contact your student's administration team to get connected with SCUSD's Student Support Center

## 14. IF MY STUDENT'S ABSENCES ARE EXCUSED, DOES THE SCHOOL STILL RECEIVE REIMBURSEMENT (A.D.A.)?

No. Whether the absence is excusable or not, no reimbursement is received.

## 15. WHY DOES CHRONIC ABSENTEEISM MATTER?

Chronic absenteeism impacts students long-term. Students may fall behind in academics and miss important socialization concepts that enhance their comprehension abilities as well as planning for the future.

## 16. IS THERE A WAY TO ACCESS A REPORT OF MY STUDENT'S ATTENDANCE?

Yes, SCUSD uses a program called the Infinite Campus to record student data. All parents can gain access to their student's data by downloading the Campus Parent app. You will need to have a valid email address on file and must be listed as the mother, father, or guardian for your student(s) without directory restriction. If that is the case, you may request the needed Person GUID from your school to create your account. This will provide you access to your student's attendance, grades, behavior, report cards, and so much more.

## 17. WHO DO I CONTACT AT THE DISTRICT OFFICE IF I HAVE ANY FURTHER QUESTIONS?

You can contact the CARE team at the Office of Student Attendance & Engagement at (916)643-2121.



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