



[INSERT SCHOOL ADDRESS]
[INSERT CITY, STATE ZIP]
[INSERT PHONE NUMBER]

Middle & High School Schools

School Attendance: Partnering for Your Teen's Success

We understand that unexpected situations can arise, and sometimes your teenager might need to miss school. However, regular attendance is crucial for their academic achievement and overall well-being. When students in 7th through 12th grade miss too much school, even a few days per month, it can be challenging to keep up with their peers and coursework. Missing just 2 days per month (10%) is considered chronic absence.

The good news: letting the school know about an absence is quick and easy! You have several options, even on the day of the absence:

- 1. Complete the "Report an Absence" form online:** Find it on your student's school website.
- 2. Call the school office:** The phone number is listed on the district website at <https://www.scusd.edu/>.
- 3. Send a note to school with your teen:** Briefly explain the reason for the absence. Include your phone number, signature, and the date.

It's important to understand the different types of absences. Excused absences are approved for reasons like illness, doctor appointments, or family emergencies. Unexcused absences occur when the school doesn't receive notification or the reason doesn't meet California Education Code guidelines.

If your teen has more than 3 days(18 period absences), the school will contact you to discuss their attendance. After 7 (42 period) absences, a meeting will be scheduled to collaborate on getting them back on track. This is simply to ensure your teen receives the full benefit of their education and support their success.

Remember:

- Regular attendance is critical for your teen's success in academics and beyond.
- Missing school can make it difficult to learn and stay connected with classmates.
- The school and CARE Team (916-643-2121) are always available to support you and your teen.

Studies show a clear link between regular school attendance and success in life. Students who attend school regularly are...

- **More likely to graduate: Regular attendance significantly increases the chance of graduation.**
- **Developing positive lifelong habits: Being in school consistently helps students build good habits that carry over into their adult lives.**
- **Less likely to drop out: Missing just 35 school days (20% of the academic year) can dramatically increase the risk of dropping out (by 75%).**

I have reviewed and completed the following school attendance related documents with my student. If I have any questions, I will contact the school or the CARE Team at 916-643-2121:

Parent/Guardian Signature

Date

Student Signature

Date