



School Attendance: Partnering for Your Student's Success

We understand that life happens, and sometimes students might need to miss school. However, regular attendance is crucial for academic success. When elementary students miss 2 days a month or more, they fall behind, which can lead to frustration, behavior issues and difficulty making friends. Missing just 2 days per month (10%) is referred to as **being chronically absent**.

HOW TO REPORT ABSENCES: COMMUNICATION IS KEY. Let the school know every time your student misses school, it's super easy:

- **Complete the "Report an Absence" form on your School's website.**
- **Call the school's attendance line or office.**
- **Send a note to school with your student. Include:** absence reason, phone number, signature & date.

Excused absences are approved for reasons like illness, doctor appointments, or family emergencies. **Unexcused absences** occur when the absence is not reported to the school or its reported BUT the reason doesn't meet CA Ed code guidelines.

If your student has **more than 3 absences**, the school may call you and send informative letters. After 7 absences we will attempt to schedule a meeting with you to collaborate on getting them back on track. This is simply to ensure your student succeeds.

Please review this information with your student. If you have any questions, contact the school or the CARE Team.

Remember:

- Communicate with the school and report student absences
- Some absences are excused, others are not and if you don't report the absence it is unexcused.
- The school will reach out regularly to inform families of student attendance information.

Studies show a clear connection 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, we will contact the school or the CARE Team at 916-643-2121:

1. [Frequently Asked Attendance Questions \(FAQs\) For Parents](#)
2. [Excused Absences for Parents](#)
3. [My Student's Attendance Success Plan](#)

Parent/Guardian Signature

Date

Student Signature

Date