



To clear attendance or tardies please call:

# 951-738-2148

\*\*\*please note calling the main office and leaving messages to clear attendance/tardies may result in a delay of up to 24 hours before being cleared or messages returned\*\*\*

Please clear all absences within 72 hours. Absences not cleared within 3 school days (72 hours) will result in the student being presumed as truant. Consequences such as detention, Alternative Class Placement (ACP), or Saturday School may be assigned. If students arrive more than 30 minutes late to school this will result in a Saturday school.

### Early Release

Please note we **do not** release students during the last 30 minutes of the school day. Students leaving school early must be checked out through the attendance office by a person listed on the student's emergency card.

### Excused Absences & Tardies

**ONLY** primary contacts (**legal guardians**) can clear Absences or Tardies.

The following are considered excused absences and tardies: illness, injury, medical or dental appointments, court or probation appointments, and funeral services.

|                               |  |
|-------------------------------|--|
| 3 Full Day Attendance Events  | Will result in Letter 1: Courtesy Letter   |
| 7 Full Day Attendance Events  | Will result in Letter 2: Warning Letter    |
| 10 Full Day Attendance Events | Will result in Letter 3: SART Notification |

### Unexcused Tardies per State Education Code

Traffic and car issues/problems are not excusable per the State Education code #48205.

### Excessive Absences and Tardies

Please note if student starts to have excessive absences, tardies or late arrivals we will request documentation such as Doctor notes to clear absences and tardies.

**Students checking in late to school must show school ID card**

X \_\_\_\_\_

Parent Signature\_

X \_\_\_\_\_

Student Signature