

CENTRAL UNION HIGH SCHOOL DISTRICT  
Parent Letter on Attendance

## **The Importance of Regular School Attendance**

Parents can have a positive impact on their teen by making regular school attendance a priority. Good attendance habits begin in the early grades and as parents you are responsible for making sure your teen develops the habit of regular attendance. Students who attend school regularly learn more in the classroom and are more successful and involved in school than students who are not present. Students with regular attendance learn to be responsible, successful in the classroom and are working on track toward graduation. Regular attendance is critically important, because students who are absent lose instructional time. This is also a lost opportunity to learn, ask questions and participate in class activities. Due to this, students are more likely to fall behind and fail classes. Poor attendance can be excused / unexcused absences and trancies, which affect academic performance.

### **FAMILIES CAN MAKE A DIFFERENCE**

- Avoid out of town trips, vacations during the school schedule. Plan your family vacations during the summer or school holidays.
- Schedule Doctor appointments after school if possible.
- When your student has a doctor's appointment in the middle of the school day, bring him / her to school before or after the appointment.
- Please contact the attendance office within 3 days of the student absence, by phone call, doctors note. (Absences can only be excused for illness, medical / dental appointment, funeral or a justifiable personal reason approved by the principal)
- A parent / guardian can contact the school to excuse an absence within 3 days of absence 5 days for the school year. After the 5<sup>th</sup> absence all absences must be cleared by a doctor's note. Absences that are not cleared will be unexcused.
- Sign up for Parent Portal, and get connected with access to grades, attendance and homework assignments.
- Be an example to your teen, that attendance matters. Do not allow an absence unless they are truly sick. Do not ask your teen to help with babysitting / or household errands during the school day.
- If you are going through challenges related to acquiring health care, lack of food, poor transportation or unstable housing, you can look for support from the school and community. Contact our Family Resource Center for assistance.

### **EXPECTED STUDENT ATTENDANCE**

- ***Education Code Section 48200*** – All students between the ages of 6 and 18 must attend school daily. Parents or guardians are responsible for sending their children to school.

- **Education Code Section 48260** – Any pupil subject to full-time education who is absent from school without valid excuse more than 3 days or tardy in excess of 30 minutes on each of more than three (3) in one school year is a truant shall be reported to the attendance supervisor of the superintendent of the school district.

### **Strategies to Assist my Student towards Success in School**

- Let your student know that school is important.
- Don't make your student late to school. Make sure your student attends school regularly and on time.
- Ask them daily about their school work. If they are absent, make sure they are completing all make up work immediately after returning to school.
- Have your student email the teachers through Parent Portal regarding assignments due during absences.
- Provide a routine for regular times to complete homework and study.
- Set an appropriate time for your teen to go to bed.
- Have your student set their alarm or wake them up with enough time to get ready for school.
- Post the school calendar and notes on the refrigerator.
- If your student is absent they may be assigned Saturday School to clear absences.
- Contact our school nurse or your doctor if illness becomes frequent or severe.
- Communication with the school is important. Contact school attendance clerks, school truancy officer or Assistant Principal / Adrienne Rodriguez if your child is having difficulties attending school.

According to State Law you and your student can be referred to a School Attendance Review Board (SARB) hearing if your student has excessive or unexcused absences.