



Attendance Guidelines

Attendance Office: 243-1880
attendance@suhsd.net

According to state law, attendance at school is compulsory until the 18th birthday or until graduation from high school, whichever comes first. Students will be expected to be to class on time daily in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Permits to Leave

If a student needs to leave school during the school day, they are responsible for obtaining a Permit-to-Leave slip.

- Permits-to-Leave can only be obtained through a written note or a parent in the office.
- Students with a Permit-to-Leave must sign in and out with the attendance clerk.
- Students must provide verification of attendance at appointment when they check back in with the attendance clerk.
- A student who leaves without a Permit-to-Leave will be considered truant and subject to discipline.
- A parent CANNOT clear an absence after a student has left campus without obtaining a Permit-to-Leave.

Illness during the school day

- Students who become ill on campus must report to the Health Clerk to contact a parent/guardian for a Permit-to-Leave. Failure to do so will result in a truant.

Verification of Absences

- Parent/Guardian should call the same day a student is out absent (preferably before 7:30 am), but they have up to 48 hours to verify the absence, unverified absences will revert to truants.
- If a parent/guardian does not call on the same day of the absence, the student **must** bring a note into the attendance office upon returning to school to obtain a re-admit slip before their first scheduled class. If the student does not have a note, they still must get a re-admit slip before their first scheduled class, but the absence will be classified as truant and subject to discipline.
- Unverified absences will be marked as truant.
- If the school receives a forged note or impersonated phone call the absence will remain a truant. If this occurs, the parent/guardian will be contacted and they will have to physically come into the attendance office to clear any future absences for the remainder of the year.

Tardy Policy

- 3rd tardy = 1 Lunch Detention with Campus Beautification
- 4th tardy = an additional lunch detention and Campus Beautification.
- *5th tardy = an additional lunch detention and a meeting with the Asst. Principal

The Attendance Office is located in the main office.

Parents: Please call and clear all absences within 48 hours **(530) 243-1880 ext. 14503**

Students: Please have a note if you wish to receive a permit to leave.

If you leave without a permit you will automatically be marked truant and cannot be cleared.

Home and Hospital (H & H)

If a student is going to miss a couple months of school for medical reasons, they can be put on H & H by turning in a Doctor's note that specifically states the medical condition and the dates needing H & H schooling. Once a Doctor's Note is turned into Becky Youngblood, the family will be contacted. This is a wonderful program to keep students caught up with their academics while their medical needs are being met. If the student's medical condition persists beyond a couple months, they can be referred to the District's long-term Medical Independent Study program.

Student Attendance Review Board (SARB) Letters

- Letter 1 sent home after 3 truants or 8 excused absences
- Letter 2 sent home after 5 truants or 12 excused absences
- SST/SART Meeting with parent/guardian, student, and admin intern
- Letter 3 sent home after 7 truants or 15 excused absences
- SARB Hearing at the District Office (can result in a school placement change)
- Letter 4 sent home after 8 truants or 16 excused absences

Note: Letter 4 triggers a call to Shasta County Office of Education to begin the District Attorney Prosecution Packet.

Short Term Independent Study (STIS)

Students are eligible for STIS if they are going to be absent from school for 5-10 consecutive school days. Students must bring a written note to the attendance office **at least 5 days in advance** of the pending absence. The note must state the specific dates the student is going to be gone. Our STIS coordinator will then work with the student and their teachers to gather work for the duration of the STIS.

Bus Passes

Bus passes are required if a student is getting off at a different bus stop than normal. Passes can be obtained in the attendance office if a student has a note stating the bus stop and bus number with parent/guardian signature and contact information.

School Support Secretary: Mrs. Becky Youngblood

By signing below, you are acknowledging that you have read and understand our attendance guidelines.

Student Name: _____ Student ID Number: _____

Student Signature: _____ Date: _____

Father/Guardian Signature: _____

Contact Info: Home phone: _____ Work phone: _____ Cell Phone: _____

Mother/Guardian Signature: _____

Contact Info: Home phone: _____ Work phone: _____ Cell Phone: _____