

**ADMINISTRATIVE REGULATION**  
Placentia-Yorba Linda Unified School District

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Students

5113 - AR

**ATTENDANCE AND EXCUSES**

A. Purpose and Scope

To establish procedures that track and monitor student attendance, provide interventions that encourage school attendance, and administer this policy and its requirements.

B. General

Not applicable

C. Forms Used and Additional References

Each school has its own attendance forms related to tardies and truanancies.

D. Procedure

1. All absences are recorded in the student information system and notification is sent home to alert the parent/guardian of the absence. A parent/guardian will have 48 hours upon the student's return to school from an absence to clear that absence. If a parent/guardian or doctor note is not provided within 48 hours, the student will be marked truant (coded R).
2. When the principal/designee finds that a student has been habitually truant according to Education Codes 48260, 48261 and 48262, the following action will be taken:

Truancy (coded R)

- Offense 1 and 2 - Parent notification is sent from the school. Consequences per school's Code of Conduct.
- Offense 3 and 4 - Truancy Letter 1.
- Offense 5 and 6 –Truancy Letter 2, School Attendance Review Team (S.A.R.T.) meeting with administration team/designee.
- Offense 7 – District Attendance Review Team (D.A.R.T.) letter for invitation to district intervention meeting.
- Offense 8 – Referral to District Attorney.

- Offense 9 – School Attendance Review Board (S.A.R.B.) Hearing

When a high school student accrues nine or more truanancies, the following actions may be taken:

- District may petition the court to suspend or delay driver’s license (VC:13202.7)
  - District may deny or revoke work permits (Ed Code: 49164)
  - District may deny graduation ceremony
- Offense 10 – Student referred to probation
3. When a student has reached a School Attendance Review Board (S.A.R.B.) hearing, in accordance to Ed Code 49067(b), the following action may be taken:
    - A failing grade may be assigned by the teacher for the course
    - Student may attend Saturday School to make up unexcused absence (one day of four hours at Saturday School equals one day of attendance)
  4. A student who has accumulated excessive absences (coded E or U), impedes learning, and the following action shall be taken: a school attendance review team shall be assembled to discuss interventions to curtail future absences. A student, who accrues absences due to excessive excused surpassing 20 incidents since enrollment in the current school year, must have subsequent absences verified by a physician or school nurse. Additional absences are recorded as truant (coded as R) if the student fails to provide verification that is considered a “documented” absence, per Ed. Code 48205, or cleared by a physician or school nurse.

Excessive Excused (coded E or U)

- Absence 1-7  
Automated system notifies parents of absenteeism
- Absence 8  
School mails first excessive excused notification letter to parent
- Absence 10-12  
School mails second excessive excused notification letter including invitation to School Attendance Review Team (S.A.R.T.) meeting
- Absence 15  
Schools email Student Services names of students who need a District Attendance Review Team (D.A.R.T.) meeting. The Student Services\_office mails letters to parent/guardian inviting them to District Attendance Review Team (D.A.R.T.) meeting. Parent/guardian will be informed that any absence after 20 must be documented (attendance code D) or they will be marked (R).

- Absence 20  
The Student Services office will mail letter to parent/guardian informing them that future absences will be marked truant (R) unless documented (attendance code D). Student Services staff will start truancy intervention process.

5. Any student who misses an assignment shall be given the opportunity to make up work, within a reasonable period of time, for full or reduced credit, as determined by the classroom teacher.
6. Students in grades 7 to12 may be excused from the school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian.

E. Reports Required

Each school will record or document all referred trancies and tardies.

F. Record Retention

Truancy and tardy records will be kept until student's class graduates.

G. Responsible Administrative Unit

School principal/designee

H. Approved by:

<u>Richard McAlindin</u>	<u>07/07/15</u>	<u>Doug Domene</u>	<u>07/07/15</u>
Responsible Division Head	Date	Superintendent	Date