

## SRVUSD Absence and Tardy Policies

California Stated Education Code mandates that schools/districts notify parents/guardians if their child(ren) accumulate three days of unexcused absences or unexcused class periods. In addition to the State Education Code, the San Ramon Valley Unified School District notifies parents/guardians if a child has had irregular attendance (high numbers of tardies or excused absences) during the school year. Thee information below is listed to ensure that all parents/guardians are aware of what the State defines as excused and non-excused absences, as well as what the district defines as "irregular attendance".

According to State Education Code, compulsory daily school attendance is a requirement for all students ages 6-18. The California Education Code 48205 defines school absences as either **excused** or **non-excused**. According to the Education Code, **excused** absences are generally unavoidable and include the following:

- **Illness**
- **Funeral services for immediate family**
- **Quarantine**
- **Medical/dental/eye appointments**

The parent/guardian of the student must send a note and/or phone the school to clear any of these excusable absences. Failure to clear excused absences will result in a recorded "unexcused" absence.

The state defines **non-excused** absences to include such events as:

- **Vacations**
- **Parent requiring student to perform childcare**
- **Student's birthday**
- **Family changing residence within school district**
- **Visiting relatives**
- **Car trouble**
- **Shopping**
- **Oversleeping**

Short-term Independent Study may be arranged for students that will be absent from regular instruction for a minimum of five (5) consecutive instructional days (Board Policy 6158). A request for Independent Study should be submitted five school days prior to the absence, and the Principal has the right to deny a short-term Independent Study agreement. If approved, the work must be completed and turned in on the assigned due date or when the student returns to school, whichever is first.

Irregular attendance (tardies or absences - excused or non-excused) on more than ten (10) school days may also result in written notification from the district and may be why you are receiving this notification. Irregular attendance not only disrupts your child's learning, but is disruptive to the teaching and learning for everyone within the child's classroom.

Our goal is to educate your child and we cannot be successful if your child is not in school.

**If you have any questions or concerns regarding the State Education Code, please make sure you contact your school site directly.**

Thank you for your support.

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***NOTE: The School District does not receive funding if your child is absent for the full day, regardless of reason. Excused and non-excused absences are treated equally by the State of California in relation to funding.***

### **Unjustified Absences**

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

Education Code Section 48260.5 –  
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(A) Upon a pupil's initial classification as a truant, the school district shall notify the

pupil's parent/guardian, by first-class mail or other reasonable means, of the following:

- a. That the pupil is truant.
- b. That the parent/guardian is obligated to compel the attendance of the pupil at school.
- c. That parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 of Part 27.

(B) The district also shall inform parents/guardians of the following:

- a. Alternative educational programs available in the district.
- b. The right to meet with appropriate school personnel to discuss solutions to the pupil's truancy. (Added Statutes, 1983, Chapter 498)
- c. The student may be subject to arrest under Education Code Section 48264.
- d. The student may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code Section 13202.7.
- e. That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day. (Added Statutes, 1983, Chapter 498)

**Excessive Excused Absences (Irregular Attendance)**

*San Ramon Valley USD Policy and Procedure -*

Truant, unverified, unexcused, excessive excused absences, and tardies affect the student's education and increase the chances for failure. Tardies interrupt the classroom and interfere with the learning environment for all students. Students who have irregular attendance, defined by the San Ramon Valley Unified School District as tardies or absences of any kind, on more than ten (10) school days, may also result in written notification from the district.