



ENROLLMENT & ATTENDANCE CENTER

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How to Clear Absences and Avoid Truancy Notifications

Elementary Schools

- If your child will be absent from school please contact the school immediately to let them know the reason for the absence.
- If the school is not contacted or a signed note from the parent explaining the absence is not received, it will be marked UNV (Unverified Absence) and will be coded as **truant** for that day.
- If the school is contacted and the reason for the absence is inexcusable the absence will be marked as OTHR (Other Reason Inexcusable) and will be coded as **truant** for that day and cannot be cleared.
- A student who is tardy to school 30 minutes or more can only be cleared with a medical note from a doctor or proof of medical appointment for the time missed. If no medical note is provided the tardy will be marked T>30 min (Tardy in excess of 30 minutes) and will be coded as **truant** for that day.
- Parents will have three weeks from the date of absence to contact the school and clear an Unverified Absence (UNV).
- After 3 days of truancy within one school year (T>30 min, UNV, OTHR) a “First Notification of Truancy” letter will be mailed home.
- After 4 days a “Second Notification of Truancy” letter will be mailed home.
- After 5 days a “Notification of Habitual Truancy” letter will be mailed home and a meeting regarding the truancy will be held at the school site with the parent/legal guardian or educational rights holder.
- **Vacations taken during the school year are inexcusable and will be marked as OTHR. Parents will receive all three truancy letters by mail if the days absent total 5 days or more.**
- Parents **must call** the school or **send a note** for any health related absence. After 10 days of health related absence each additional health related absence must be cleared by a doctor’s note or they will be coded as OTHR.

Middle/High Schools

- If your child will be absent from school please contact the school immediately to let them know the reason for the absence.
- If the school is not contacted or a signed note is not received from the parent explaining the absence, it will be marked UNV (Unverified Absence) and will be coded as **truant** for that class period or day.
- If the school is contacted and the reason for the absence is inexcusable the absence will be marked as OTHR (Other Reason Inexcusable) and will be coded as **truant** for that day or class period and cannot be cleared.
- A student who is tardy to school 30 minutes or more can only be cleared with a medical note from a doctor or proof of medical appointment for the time missed. If no medical note is provided the tardy will be marked T>30 min (Tardy in excess of 30 minutes) and will be coded as **truant** for that day or that class period.
- Parents will have three weeks from the date of absence to contact the school and clear any Unverified (UNV) absence(s).
- After 18 periods of truancy within one school year (T>30 min, UNV, OTHR) a “First Notification of Truancy” letter will be mailed home.
- After 24 periods a “Second Notification of Truancy” letter will be mailed home.
- After 30 periods a final “Notification of Habitual Truancy” letter will be mailed home and a meeting regarding the truancy will be held at the school site with the parent/legal guardian or educational rights holder.
- **Vacations taken during the school year are inexcusable and will be marked as OTHR. Parents will receive all three truancy letters by mail if the days absent total 5 days or more.**
- Parents **must call** the school or **send a note** for any health related absence. After 10 days (60 periods) of health related absence each additional health related absence must be cleared by a doctor’s note or they will be coded as OTHR.