

DOCUMENTATION AFTER AN ABSENCE (ALL GRADE LEVELS)

When a student is absent from school, the reason for that absence must be provided in writing to the school, within 3 days of the students' return to school. A hand-written note or email from the parent to the campus attendance clerk will be accepted. Phone calls will not be accepted as documentation. A phone call from the school verifying the parent note may be expected in some instances. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Note: The district is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

DOCTOR'S NOTE AFTER AN ABSENCE FOR ILLNESS (ALL GRADE LEVELS)

Upon return to school, a student absent for three or more consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be in violation of compulsory attendance laws.