SAN YSIDRO HIGH SCHOOL ATTENDANCE INFORMATION

How do I clear an absence?	● Call 619-710-2380 ● Send a note to the main office signed by the parent/ guardian listed in Infinite Campus ● Fill out a blue attendance slip and submit to main office
How many days do I have to clear an absence?	● 30 school days; this does not include weekends and holidays
Do I need a medical note if my student was at a medical appointment of any kind?	Yes. ● Attendance is coded differently with a medical note and it benefits your student to have a note on file due to limits on the number of excused absences and unexcused absences.
What happens if a student is sick for 3 or more days?	After 3 days of excused absences a doctor's note is required to excuse any further absences.
Should I turn in a medical note to the nurse if a student has any condition that may affect attendance?	Yes. ● For the student's safety the nurse should have all important medical information on file ● This can be noted generally in the system (Infinite Campus).
How do I take my student off-campus?	Only adults listed as a primary guardian or emergency contact in Infinite Campus can take the student off-campus and must pick the student up from the Attendance Office in person. ● Whoever picks up must have a picture ID or must be listed on the emergency card ● If this person is not listed as a primary guardian the student will not be released ● If students leave without checking out the absence will be classified unexcused
What happens if I don't clear attendance?	Students that reach six full days of unexcused absences can be put on an attendance agreement called a Pre-SARB agreement. ● This means a student will not be excused from any absence without a doctor note or visit to the school nurse; the student must attend Saturday School to make up these unexcused days. ● If a student reaches 9 full days that are unexcused the student may be put on an attendance agreement called a SARB agreement processed at the district and can become a legal matter. ● Students, by law, are required to be in school.
Is there a limit to how many excused absences my student can have?	Yes. ● District policy states that it is acceptable to have one excused absence per month, equating to 7 excused days per semester, or 14 days total for the school year. ● If your student reaches this number early in the school year due to too many excused days, s/he is placed on an Excessive Excused Absence agreement. (Student can be placed on an agreement with 8 excused absences in the first semester.) o Students will not be excused from any absence without a doctor note or visit to the school nurse.
If I am going to miss school for 5 or more days what do I do?	See the Assistant Principal's secretary to complete an Independent Study Agreement. ● This allows students to miss five or more days and claim attendance while gone. It is an agreement between the student, parent/ guardian, and teachers. ● Students are given work prior to leaving and a 72 hour notice is required.
What is the Non-Privileged List?	If a student reaches any combination of 6 tardies and **period** unexcused absences s/he is placed on the non-privileged list.

	• This means your student in not eligible to attend school functions like dances, and for seniors it may means they cannot attend Grad Nite, Prom or other senior events. This list is posted weekly • Students must attend afterschool detention to clear tardies or Saturday School to clear unexcused absences
Is this information online?	https://syh.sweetwaterschools.org/attendance-information/