



## Frequently Asked Questions About Attendance

To assist you in better understanding our school's policies, we will answer some of the most frequently asked questions regarding attendance:

**1. What do I have to do if my child is going to be absent from school?** Please call Victoriano Elementary at (951)490-090 ext. 16104. You may verify your child's absence at [victoriano.valverde.edu](http://victoriano.valverde.edu). You must leave your child's name, the reason for the absence, the date of the absence, and your name to verify that it was a parent/guardian that is verifying the absence. Or you may send a note upon your child's return to school.

**2. What does it mean to "verify" my child's absence?** When a student is absent, parents are required to call/send a note to the attendance department in order to validate the reason for your child's absence. We call this process: Absence Verification.

**3. What happens after I have called in my child's absence?** The attendance clerk will then proceed to mark your child's attendance record with an "Excused" or "Unexcused" absence according to Ed. Code and District policies.

**4. What happens if I forget to call my child's absence on the day of his/her absence?** You may call to verify your child's absence up to 72 hours after your child has been absent. Absences that are not verified within the time allowed will be considered unexcused absences. After our attendance month accounting cycle closes unexcused absences due to nonverification cannot be overwritten or changed.

**5. What is considered an Excused Absence?** By law [EC § 48205], excused absences are illness, medical/dental appointments (doctor's note required for verification), death in the family, specific religious reasons, required appearance in court, and exclusion from school for contagious disease.

**6. What if my child's absences do not fall under any of the Excused Absences categories?** State law [EC § 48260-48273] is very specific about these types of absences. A student who is absent from school without a valid excuse will be marked "unexcused" for the day. These types of absences are also called "Truancies"

**7. I thought "truancy" indicated that a child skipped/ditched school. Why would my child be considered "Truant" if I have called to verify the absence?** In accordance with Education Code of the State of California [EC § 48260-48273], any pupil who is absent from school for 3 days or more without a valid excuse, or tardy in excess of 30 minutes or more (Tardies are only excused with a parent note for illness, doctor/dental note for appointments), is "truant".

**8. What about coming in late (tardy) or leaving early for an appointment?** According to State Law [EC § 48260-48273] a student that is absent from school in excess of 30 minutes during a school day is also considered "truant." Compulsory Education Law, therefore, requires a student to attend a full day every day!

**9. What is the process for a child with more than 3 unexcused absences/Tardies?** You will receive a letter from the school district upon the 3rd (third) and the consequently upon the sixth absence/truancy. On the second letter (6th absence/truancy) you will be asked to attend a SART meeting which is a meeting with the principal and other school staff. Additional unexcused absences will result in a referral to the School Attendance Review Board(SARB) and possible referral to the District Attorney for prosecution.

**10. What can I do if my child needs to be out of school for a length of time?** If your child is out sick per doctors' orders for five or more days, you may request that your child is signed up for an Independent Study Agreement.

**11. Why is attendance such a big issue?** Regular attendance is vital to student's success in school. The student who is frequently absent, misses social interaction and direct instruction from his/her teachers even though written work can be made up. Any day or hour absent is a missed learning opportunity. Attendance is a key predictor of dropouts. Dropouts create economic loss and jeopardize future work force since only 31% of dropouts keep a job more than a year. Also, school loses funding for each absence, regardless of the reason, including illness or excused absences.