

Attendance Information

We need your help to make sure students are in school every day. If they need to be absent for any of the following reasons:

1. Please call the Attendance Line available 24 hours: (510) 471-2461 option 3. Please leave a detailed message.
2. You may send a written note or provide a medical note.
3. You can call the school office to clear an absence and speak with the Attendance Clerk, Ms. Stephanie Reyes (510) 471-2461 ext. 60815.
4. You can also email our Guy Emanuele Attendance email at emlattendance@nhusd.k12.ca.us and include our Attendance & Student Records Clerk, Stephanie Reyes, on the absence emails at sreyes@nhusd.k12.ca.us

Student absences may only be excused for the following reasons:

- ▶ Personal illness (Up to 10 days per school year)
- ▶ Medical appointments (note from dentist or doctor's office must be provided.)
- ▶ Attendance at a funeral service for immediate family
- ▶ Immigration or passport appointments
- ▶ Appearance in court
- ▶ Observation of a holiday or ceremony of his/her religion

Any and all other reasons other than what is listed above are considered unexcused.

Once a student has accrued 10 absences in a school year for illness verified by phone or written note, ALL further absences for illness MUST be verified by a physician. If no medical note is provided within 48 hours, the student's absence will be marked unexcused, a 10 Day Illness letter will be sent home via USPS mail when a student has accrued 10 illness days for the school year.

It is our goal to help students improve their attendance before they accumulate a combination of 3 days of unexcused absences and/or tardies in excess of 30 minutes late.

If a child accumulates 3 or more unexcused absences and/or tardies, truancy letters will be sent home. Contact by the school administration will occur when students are not attending school regularly. The School Attendance Review Board (SARB) and the District Attorney will be involved in cases of severe truancy. Parents are legally responsible for their children's presence at school the entire day.

Short Term Limited Independent Study

For your child to be successful in school we all need to work together. Our goal is to educate your child, please make every effort to make sure they attend school every day.

When your child is not in school for three (3) or more consecutive school days but less than fifteen (15) school days, you have the right to request Short Term Limited Independent Study. This request MUST be made BEFORE your child is absent from school. Requests cannot be accepted after your child's absence.

Any request for Short Term Limited Independent Study should be received in our office 5 days before your child will be absent. A request is then made to your child's teacher to provide academic assignments for them to complete while they are absent from school. In order for your child to receive academic credit for the time they were absent, all work should be returned to your child's teacher on the day that your child returns to school.

If you have questions or need more information, please contact Stephanie Reyes at (510) 471-2461 ext. 60815 or via email: sreyes@nhusd.k12.ca.us. We expect your child will attend school every day. If this is not possible, we hope that you will take advantage of this program designed to help your child be successful.