San Ramon Valley High School Attendance Office

School Office hours are 7:30am. to 4:00pm. on school days.

Attendance Secretaries:

A-G: Sonia Freitas	H-N: Marisa Cary	O-Z: Honey Cliff
(925)552-3001	(925)552-3006	(925)552-3014
sfreitas@srvusd.net	mcary@srvusd.net	

ATTENDANCE CODES IN INFINITE CAMPUS

Attendance Codes

ACT	(Activity) - On campus activity, not in class(e.g., rally or with another teacher	ISC	(Independent Study Complete) - IS contract completed
ACT1	Day field trip/athletic trip within in 200 mi	ISN	(Independent Study Not Complete) - IS contracts not yet completed
ACT2	Trips in CA with overnight stay	PBS	PBS (Present before suspension) - SECONDARY: Entered for all periods a student was in class prior to suspension but at school less than minimum day requirement for grades 6-12 (240 min) (No ADA)
ACT3	Trips out of state with overnight stay	PSUS	PSUS (Partial Suspension) - ELEMENTARY: When a student was in class prior to suspension and at school for least minimum day requirement for grade level (K: 180 min, 1-3: 230 min, 4-5: 240 min) (ADA earned)
ADM	(Admin/Counseling) - in counselor, nurse or admin office	SUS	(Suspension) - Full day of suspension
CUT	(Truant) - Absent without parent call, left class without permission, on campus but did not attend class	TDY	(Tardy Unexcused) - Late arrival, not a valid reason
EDE	(Early Dismissal Excused) - Leaving early, parent call, reason a valid excuse	UNX	(Unexcused Absence) - Absent with parent call, reason is not a valid excuse
EDT	(Early Dismissal Truant) - Leaving more than 30 min. early, reason is not a valid excuse	VP	(Verified Present) - Present for only one school period that day
EDU	(Early Dismissal Unexcused) - Leaving early, reason is not a valid excuse	VT	(Verified Tardy) - Present for only one period that day and arrive Tardy
EDY	(Excused Tardy) - Late arrival, parent call, reason is valid excuse	VTY	(Tardy 30+ min) - Arriving 30+ min late, reason not a valid excuse

EXC	(Excused Absence) - Absent with parent call, valid excuse		
HHC	(Home & Hospital Complete) - H/H instruction received per H/H teacher		
HHN	(Home & Hospital not complete) - H/H scheduled but not completed		
ILL	(Illness) - Absence due to illness (including medical appointments)		
ILLN	(Illness with doctor's note) - Absence due to illness with doctor's note provided		
INH	(In-House Suspension) - On-campus suspension		

OVERALL ATTENDANCE EXPECTATIONS

San Ramon Valley Unified School District believes there is a direct relationship between consistent attendance and student success. Students with good attendance achieve higher grades, feel more connected to their school community, realize success, earn the necessary credits for graduation, and learn positive habits that will support future college and career readiness and success.

- At San Ramon Valley High School, all students are expected to attend all classes daily and they are expected to arrive on time except for excused absences.
- We define "on time" as being inside the classroom when the bell rings.
- Attendance will be taken during each class period.
- Students and caregivers should monitor their attendance through the Infinite Campus Parent Portal. If you need help with Infinite Campus logins, please contact portalhelp@srvusd.net.

ABSENCES AND EXCUSES

BP/AR 5113

Regular school attendance is an important part of a student's educational success, and State law requires daily attendance at school. Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance, and poor attendance is associated with higher dropout rates and lower achievement in reading, math, and general knowledge.

Please see our attendance policies and procedures below. If you have any questions, please contact your school Attendance Secretary:

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- It is the parent/caregiver's responsibility to communicate with the school Attendance Office for any full or partial day absences. The phone number for your student's Attendance line can be found according to the student's last name as listed above. You can also use the Parent Portal or the app to report absences.
- *Attendance Must Be Cleared Within two (2) school days. All absences not cleared with the Attendance Office within two (2) days after a student's return to school will be recorded as a CUT.

REPORTING AN ABSENCE

All absences must be reported through the Parent Portal or your Attendance Secretary via voicemail or email (see below for your alpha secretary), even if it does not meet the requirements for an excused absence. When leaving a message or providing a signed note/email, the parent/guardian should include:

- Student's full name (spell the last name) and grade
- Reason for the absence (failure to provide reason results in absence marked as Unexcused)
- Date(s) of the absence(s)
- Parent/guardian name and relationship to the student

Please call the attendance line or email according to this chart:

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METHODS OF VERIFICATION FOR REPORTING ABSENCES

The following methods may be used to report or verify student absences:

1. Parent Portal submission, phone call, or signed written note from parent/guardian. Email from the parent/guardian is also acceptable.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian. Voicemail on the attendance line is also acceptable.
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated.
4. Physician's verification.
    a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.
    b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences

FULL DAY ABSENCES

Parents/guardians must contact the school through the Parent Portal or your Attendance Secretary via voicemail or email to report the student's absence, providing the information listed above (Reporting an Absence). All absences must be reported within two (2) school days of the student's return to school or the absence will be marked as CUT.

PARTIAL DAY ABSENCES

ARRIVING LATE

Students arriving late must contact the school through the Parent Portal or your Attendance Secretary via voicemail or email prior to the student arriving at school, giving the same information as above (Reporting an Absence) as well as the approximate time of arrival.

- Students must always sign in at the Main Office upon arrival before going to class.

- Students whose late arrival results in missing one or more entire period(s) must have a parent/guardian call the attendance line to clear the absence within two (2) days or it will be marked as CUT.

LEAVING EARLY

For students who need to leave class early, parents/guardians need to report the absence with enough time for the student to pick up an early release pass. Please give the same information as listed above (Reporting an Absence) as well as the time the student will be leaving campus and if they are returning.

1. **Students must pick up an early release pass PRIOR to the class they are leaving.**
2. Students may pick up their pass before school, during brunch, lunch or passing period as passes are *not* delivered to students and we do not call to interrupt classes for students who leave early for an appointment. Please plan accordingly.
3. Students **MUST ALSO sign out** at the Attendance Office **BEFORE** leaving campus so that we know they have left. Failure to sign out at the Attendance Office will result in a CUT for any missed classes. ***This is a safety policy that is strictly enforced and outlined in the student handbook.***

TARDY POLICY

Please see the page 14 & 15 of the Student & Parent Handbook

EXCUSED ABSENCES DEFINED

A student's absence shall be excused for the following reasons as outlined by California Ed Code 48205: (See AR 5113 for additional details)

- Student illness
- Medical, dental, optometrical, or chiropractic appointment
- Attendance at funeral services for a member of the immediate family
- Observation of a holiday or ceremony of his/her religion
- Attendance at religious retreats not to exceed four hours per semester
- Appearance in court
- Jury duty
- Attendance at an employment conference
- Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
- Service as a member of a precinct board for an election pursuant to Elections Code 12302
- Participation in religious exercises or to receive moral and religious instruction in accordance with District policy

EXCESSIVE EXCUSED ABSENCES

BP/AR 5113 Absences and Excuses
BP/AR 5113.1 Chronic Absence and Truancy
A physician's verification for any further student absences may be required when a pattern of chronic absenteeism is present (defined as being absent for a full day on 10% or more of enrolled days, excused or unexcused). If families experience difficulty obtaining physician verification, please work with your site administrators to determine appropriate next steps.

MAKE-UP WORK FOR LEGALLY EXCUSED ABSENCES

BP/AR 6154
When a student is absent for a legitimately excused or a justifiable personal excused absence, that student shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided. Upon satisfactory completion within a reasonable period of time, the student shall be given full credit for assignments and tests completed. The teacher shall determine what tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. (Education Code 48205)

TRUANCY AND THE SCHOOL ATTENDANCE REVIEW BOARD (SARB)

BP/AR 5113.12

Students meeting the definition for truancy begin the truancy process outlined in SRVUSD Board Policy AR 5113.1. Education Code section 48260 provides a definition for truancy:

- A student who is absent from school without a valid excuse three full days in one school year
- A student who is tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year
- Any combination of these (SRVUSD Infinite Campus attendance codes triggering truancy are: CUT, UNX, VTY, EDT)

Steps in the Truancy Process:

- First notification letter is sent home by the school site notifying parent/guardian of the incidents of truancy.
- Second notification letter is sent home by the school site notifying parent/guardian of additional incidents of truancy. The school site will contact the parent/guardian to attend a required Student Attendance Review Team (SART) or Attendance Intervention meeting at the school to discuss concerns and collaboratively develop a plan to improve attendance. A follow-up meeting may also be scheduled to evaluate how the plan is working and make adjustments as needed.
- Third notification letter is sent home by the school site notifying parent/guardian of further incidents of truancy and that the school site will be making a referral to the District SARB panel.
- Certified letter is sent by the District SARB Coordinator indicating the date, time, and location of the SARB Hearing. Parent/Guardian and student are required to attend.
- Student is referred to Juvenile Court.

The School Attendance Review Board (SARB) process was created by the State Legislature in Education Code section 48320, et seq. to promote and support the coordination of school, community, and home efforts to deal with student attendance and behavior problems. The SARB panel maximizes the use of all available resources and services, avoiding unnecessary

duplication of resources to resolve attendance and behavior problems, and diverting students with school related problems from the juvenile justice system.

For more detailed information related to truancy and our district's policies related to truancy, SART and SARB, please visit the District website.

FREQUENTLY ASKED QUESTIONS

WHAT IF MY CHILD HAS AN APPOINTMENT?

- If your child is coming to school late, please use the Parent Portal or contact your attendance secretary via voicemail or email.
- When arriving on campus students must go into the Main Office to sign in.
- If your student is leaving early, use the Parent Portal or contact your attendance secretary via voicemail or email in advance. Students must pick up an early release pass PRIOR to the class they are leaving. Students can pick up their pass before school, during brunch, lunch or passing period as passes are not delivered to students and we do not call to interrupt classes for students who leave early for an appointment. Please plan accordingly. Students must sign out at the Attendance Office BEFORE leaving campus. Failure to sign out at the Attendance Office will result in a CUT for any missed classes. *This is a safety policy that is strictly enforced and outlined in the student handbook.*

HOW DO I CLEAR AN ABSENCE?

The easiest and most effective way to clear your child's attendance is by either using the Parent Portal or contacting your attendance secretary by leaving a voicemail or sending an email.

- Make sure to include your students full name, grade, dates and reason for absence
- Parents have a maximum of 2 days to report an absence. It is preferred that you please let us know as soon as possible.
- Attach a picture or any notes to the email - no need to drop paper copies.

WHAT IS AN EXCUSABLE ABSENCE?

When a student is absent from school, their parent or guardian should verify the reason for absence by explaining the reason for the absence. This is required from California Education Code Section 46012.

California Education Code is explicit in distinguishing between an excused and an unexcused absence. According to Education Code Section 48205, the following types of absences are excusable as long as parents/caregivers notify the attendance office within two (2) days:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health. (Education Code 48205)

2. Quarantine under the direction of a county or city health officer (Ed Code 48205)

3. Medical, dental, optometric, or chiropractic appointment (Ed Code 48205)

4. Attendance at funeral services for a member of the immediate family. (Ed Code 48205) Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Ed Code 48205)

5. Jury duty in the manner provided by law for students 18 and over. (Ed Code 48205)

6. Illness or medical appointment of a child to whom the student is the custodial parent. (Ed Code 48205)

7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Ed Code 48205)
    a. Appearance in court
    b. Attendance of a funeral service
    c. Observation of a holiday or ceremony
    d. Attendance at religious retreats for no more than four hours per semester
    e. Attendance at an employment conference
    f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit

8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Ed Code 48205)

9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment. (Education Code 48205) Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Ed Code 48205)

10. Attendance at the student's naturalization ceremony to become a United States citizen (Ed Code 48205)

11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs and traditions of a certain group of people (Ed Code 48205)

12. For middle school or high school students, engagement in a civic or political event, provided the student notifies the school ahead of the absence. Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence per school year. (Ed Code 48205)

13. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church or denomination. (Ed Code 46014)

    Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month.

14. Work in the entertainment or allied industry. (Education Code 48225.5)

    Work for a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days. For this purpose, student absence shall be excused for a maximum of up to five absences per school year. (Education Code 48225.5)

15. Participation with a nonprofit performing arts organization in a performance for a public school audience. (Education Code 48225.5)

    A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

16. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances. (Education Code 48205, 48260)

    For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

WHAT IF MY STUDENT SAYS THE TEACHER MADE AN ERROR WITH ATTENDANCE?

If a student feels a teacher made an error, the student should submit the Teacher Absent Clear (TAC) form linked below. It is the student's responsibility to initiate the teacher's correction form within 2 school days with their school email.

San Ramon Valley High School	Teacher Absent Clear (TAC) Form

WHEN DOES MY STUDENT NEED TO BRING A MEDICAL NOTE TO VERIFY AN ABSENCE?

A physician's verification for any further student absences may be required when a pattern of chronic absenteeism is present (defined as being absent for a full day on 10% or more of enrolled days, excused or unexcused). If families experience difficulty obtaining physician verification, please work with your site administrators to determine appropriate next steps.

WHAT DOES IT MEAN TO BE TRUANT?

Education Code section 48260 provides a definition for truancy, which initiates the truancy process outlined in SRVUSD Board Policy AR 5113.1:

- A student who is absent from school without a valid excuse three full days in one school year
- A student who is tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year
- Any combination of these (Infinite Campus attendance codes triggering truancy are: CUT, UNX, VTY, EDT)

Education Code section 48262 defines habitual truancy:

- A student who has been reported as a truant three or more times per school year
- The school site or district staff must have made a conscientious effort to hold at least one conference with the student and their parent/guardian
- Education Code section 48263 provides that habitual truants may be referred to the District's School Attendance Review Board (SARB).

WHAT IF MY CHILD IS IN THE HOSPITAL AND WILL NEED TO BE OUT FOR MORE THAN 20 DAYS?

Students who are hospitalized for more than 20 days qualify for a type of Independent Studies called “Home and Hospital Instruction”.

Secondary: To initiate home hospital they need to contact their school counselor.
Elementary: To initiate please contact your school principal.

Please contact our Student Services Department for any questions and support (925) 552-5052.

WHAT HAPPENS IF WE MISS THE LAST 10 DAYS OF SCHOOL?

Students should be in attendance through the last day of school, June 3, 2027, to maintain their enrollment status at their current school. Independent study contracts will not be issued the last 10 days of school.

If your child must leave school earlier than 10 school days before the last day of school and does not return before the end of the school year, your child may be subject to the following consequences:

- Incomplete or lowered final grades
- Review by school/district attendance review board
- Unenrolled and placed on the waitlist upon re-enrollment, if space is not available.

If your student is unenrolled, there may not be a space at the current school for your student to return in the fall. In this case your student may have to be diverted to another elementary school in the district. Middle and High school students may not be able to access their elective choices if they re-enroll upon their return.

Please note:

In accordance with California Education Codes 48205 and 48260, and District Board Policy and Administrative Regulation 5113, any student who misses 3 or more school days without a valid excuse, as defined by AR 5113, shall be reported as truant to the District attendance supervisor.

WHAT HAPPENS IF WE MISS THE FIRST THREE DAYS OF SCHOOL?

As you plan your summer vacation, be aware that school begins on Thursday, August 13, 2026. Some of our schools are very full and may have wait lists.

- If your child does not attend the first three days of school, your student may lose their space at your resident school site and be diverted to another school. If there is not a space at your resident school when you return, your child will be placed at the closest school based on space availability.

- If you know your student will be missing the first three days, or more, of school please send an email to the principal and office manager/attendance staff at your student’s school site.

HOW DO I REQUEST A SHORT-TERM PRE-DETERMINED ABSENCE INDEPENDENT STUDY FOR (MAXIMUM OF 15 DAYS)?

To request a short term pre-determined absence Independent Study Contract, a parent/guardian must submit a completed form to the Attendance Office. Click here for an Independent Study Request Form. The Independent Study program is available to students who are taking a trip for 1-15 consecutive school days (AR 6158). This program provides students with the opportunity to maintain their grades and credits for their classes.

Short-term independent study contracts (maximum of 15 days annually).

- 1-9 day Independent Study contract must be requested FIVE DAYS in advance
- 10-15 day Independent Study contract must be requested TEN DAYS in advance.

*(While 5 days advance notice is our district's policy, the SRVHS staff would appreciate all ISC requests **two weeks in advance** if possible.)*