



August 2026

Dear Normal Heights Parents/Guardians,

Our goal each year is to ensure that every student attends school regularly, because ***“Daily & On-Time Attendance Equals Academic Success.”*** At Normal Heights Elementary, our mantra is to be ***Hawk H.E.R.O.s - Here, Everyday, Ready, On-Time.***

Coming to school every day and on time has a huge impact on a student’s academic success, beginning in Transitional Kindergarten (TK) and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely, every day, and understand why ***attendance is so important for success in school and in life.*** Going to school regularly matters! We don’t want your child to fall behind or become discouraged. Please help by ensuring your child **attends every day and arrives on time by 9:05am.**

**Daily Schedule:**

- **School Gates Open at 8:50am**
- **First Bell rings 9:05am**
- **Gates close & late bell rings at 9:10am.**

**Tips to Support Regular Attendance:**

- **Keep a consistent bedtime and morning routine.**
- **Lay out clothes and pack backpacks the night before.**
- **Arrive early and join our Walking Club (8:50–9:05am).** Families are welcome too, participate. Once the bell rings at 9:05am, students line up and families say their goodbyes. (Please do not walk students to their classrooms.)
- **Avoid scheduling vacations or doctor’s appointments during school days.**
- **If your child feels anxious about school, talk with their teacher or Mrs. Alabanza, our School Counselor.**
- **Have a backup plan for transportation—such as a family member, neighbor, or another parent.**
- **Pick up your child on time:** dismissal is 3:35pm on Mon/Tues/Thurs/Fri and 1:20pm on Wednesdays.

### **Reporting an Absence:**

All absences must be reported before 10:00am each day. You may:

- Complete the [Report Attendance Form](#) (online) or scan the QR Code on the attached Attendance Magnet:



- Call 619 584-6000 (Press 1)
- Email our Attendance Clerk, Mrs. Cynthia at [ccalderon1@sandi.net](mailto:ccalderon1@sandi.net)
- Notify both the teacher and the front office if you know your child will be absent in advance
- Provide a medical note if your child is absent for an appointment
- Please note: unexplained absences will be marked as Unexcused

#### **Excused Absences:**

- Personal illness (after the 5th illness, medical documentation is required or the absence will be marked Unexcused)
- Medical appointments (not for the entire day)
- Death of an immediate family member
- Court appearance (student-related)

#### **Example of Medical Evidence:**

- Appointment card with date
- Doctor's letter
- Copy of prescription with name & date
- Medication bottle with pharmacist label

#### **Unexcused Absences:**

- Family vacation/out of town (Independent Student Contract required, contract school 5 days in advance)
- Parent/guardian illness
- "Not feeling well" without symptoms of illness
- Babysitting younger siblings
- Transportation issues
- Absences not reported within 3 days

#### **Truancy Notifications (San Diego Unified School District:**

- **1st Notification of Truancy:** 3 or more unexcused absences, tardies, or unverified absences.
- **2nd Notification of Truancy:** 6 Unexcused absences -SART meeting scheduled with student/parent/guardian
- **3rd Notification of Truancy:** 7 unexcused absences-Referral to School Attendance Review Board (SARB)



At NHE, we want every student to thrive. Please let us know how we can best support your family so your child can be a Hawk H.E.R.O.-Here, Everyday, Ready, On-Time.

If you have any questions, please contact our Attendance Clerk, Mrs. Cynthia, or Mrs. Alabanzade la Cruz, School Counselor.

In partnership,

*John Aguilar*

John Aguilar  
NHE School Principal

*Florence Alabanza-de la Cruz*

Florence Alabanza-de la Cruz  
NHE School Counselor

[School-Wide Celebrations for Attendance](#)