



The mission of the International School of Monterey is to educate all children toward becoming conscientious, compassionate, and responsible citizens of the world.

TO: Ryan Mullen, Co-Principal, ISM
Office of the Monterey County District Attorney

RE: Student Absence from First Day of School

DATE: _____

I hereby confirm that I have read the following section of the International School of Monterey (ISM) Attendance Policy:

3.3. Unexcused absences

3.3.1. ISM will classify the following as unexcused absences:

3.3.1.3. Absence on the first day of school unless a parent/guardian personally checks into the front office between 8:00am and 4:00pm to provide notice of an excused absence and to pick up necessary materials for the student.

3.3.1.3.1. Because ISM considers the information provided on the first day of school as essential to a successful school year for the student, ISM requires the attendance of each student or the presence of a parent/guardian representative on the first day of the school year.

3.3.1.3.2. If neither the student nor a parent/guardian reports to school, ISM will interpret the absence as a constructive statement of intent to withdraw from enrollment at ISM, and may seek verification accordingly in order to begin the process of replacing the student on the school roster.

I hereby further confirm that I have appeared in person on the first day of school as a parent/guardian per the policy to attest that _____, a student enrolled in grade _____ at ISM is absent on this first day of school for the following excusable reason _____

I hereby further confirm that our family intends to keep this student enrolled at ISM and that the student will attend class at the earliest opportunity following the excusable absence.

Name (print): _____

Signature: _____ Date: _____