

# PARENT'S GUIDE TO SEQUOIA MIDDLE SCHOOL ATTENDANCE

Attendance Secretary: (925)682-8000 x5609

<p><b>CLEARING ABSENCES – within 3 school days</b></p> <p>To clear <b>ALL-DAY ABSENCES</b> within 3 days, call the:</p> <p><b>ALL-DAY ABSENCE LINE</b> <b>(925)682-8000 ext 5696</b></p> <p>And leave the following info on the recorder machine:</p> <ul style="list-style-type: none"><li>● Student's name (<u>ALWAYS SPELL LAST NAME</u>)</li><li>● Grade</li><li>● Reason for absence <b>REQUIRED</b></li><li>● <b>Date(s)</b> of absence(s); call within 3 school days</li><li>● Your name and relationship to student</li></ul>	<p><b>VALID EXCUSES FOR ABSENCES</b></p> <ul style="list-style-type: none"><li>L Student illness or injury</li><li>E Student attendance at a doctor, dental, ortho, or other medical apt</li><li>E Student attendance at a funeral service of an immediate family member</li><li>E A quarantine imposed by a city or county health official</li><li>E Quarantine and/or Isolation due to Covid-19</li><li>E Appearance in court by student</li><li>E Up to five days to obtain required immunizations</li><li>E Exclusion from school due to head lice, lack of immunization, or physical examination</li><li>O Prior approval of absence from the Principal</li><li>U <b>Unexcused reasons: vacations/out of town, transportation issues, taking care of a sibling, family event, oversleeping, missed carpools, attending out of district sports' tournaments</b></li></ul>
<p><b>PERMITS TO LEAVE (during school day)</b></p> <p><b>PLEASE COME DIRECTLY TO THE OFFICE TO SIGN OUT YOUR STUDENT(S).</b> <b>BRING YOUR PHOTO ID</b></p> <p>Please <u>do not pick up your student without a permit to leave.</u></p> <ul style="list-style-type: none"><li>● All Students need a <b>PERMIT TO LEAVE</b> before leaving campus during the school day</li><li>● Absences will not be cleared without a permit to leave</li><li>● We will collect your student from class when you arrive to the office to sign him/her out. If your student is returning to school please bring back the permit to leave to the office for student to check in with us.</li></ul>	<p><b>TRUANCY</b></p> <p>The following forms of absences are classified as truancies:</p> <ul style="list-style-type: none"><li>● Absences from school without the knowledge and consent of the parent.</li><li>● Leaving the school campus during the school day without permission.</li><li>● Staying out of class without permission.</li><li>● Students more than thirty (30) minutes late without valid excuse.</li><li>● Absences not reported within 72 hours.</li><li>● Any absence for a reason not stipulated in California Education Code 48205.</li></ul> <p><b>STUDENTS WHO HAVE TRUANT ABSENCES MAY BE DENIED MAKE-UP PRIVILEGES AS PER DISTRICT POLICY. A STUDENT WHO IS TRUANT MAY BE REQUIRED TO MAKE UP TIME AS DETERMINED BY ADMINISTRATION.</b></p>
<p>Consecutive excused absences due to illness within the school year will be considered excess (AR5113); verification by a physician will be required.</p> <p><b>Voice Mail/Attendance Line</b> <b>(925) 682-8000 x 5696 OR email: <a href="mailto:smsattendance@mdusd.org">smsattendance@mdusd.org</a></b></p> <p>To report an all-day absence for your student, call the 24 hour Voice Mail Attendance Line within three days of the student's absence. <b>ANY UNCLEARED ABSENCE WILL BE CONSIDERED A TRUANCY AFTER THREE DAYS. PARENTS HAVE 72 HOURS TO REPORT AN ABSENCE.</b></p> <p><b>Student &amp; Teacher</b> have three days to correct any ABSENCE OR TARDY ERRORS. Period absences must be cleared by the teachers or attendance secretary.</p> <p><b>ALWAYS CHECK HOMELINK – CALL (925)682-8000 X 5609 WITH ANY QUESTIONS</b></p>	