

University High School  
**2009 – 2010 Attendance Policy**

Uni High is committed to providing an outstanding education so that each student can be successful in his or her learning. Research shows that consistent attendance is a key factor for student success. Students, staff members and parents all share in the responsibility of ensuring regular school attendance.

All absences are considered uncleared/unexcused until we are officially notified by the student's parent/guardian of the reason for the absence (per the California State Education Code) within 3 days. Full day absence not cleared within three school days becomes a truant on their attendance record, and the student will be assigned a Saturday School. For example, if a student is absent on Thursday, parents/guardians have until the end of the school day Tuesday (the third school day following the absence) to report/clear the absence.

(For important information about leaving school during the school day, please see the section on "**Early Dismissal Pass**" below.)

To clear an absence, parents/guardians have **TWO** options:

**In writing**: In a note, give your 1) student's name (print clearly, please), 2) ID number (if known), 3) the date(s) and reason for the absence. 4) Include a daytime telephone number where you can be reached, and 5) sign the note. This note must be turned in within three school days following the absence from school.

**By telephone** (this is used most often to clear absences): We have a "24-Hour Attendance Hotline" which can be easily accessed from any telephone day or night. The number is 949.936.7601. Please include the following in your call: 1) your name and relationship to the student; 2) student's name and ID #, 3) date(s) of absence, 4) reason for absence, and 5) daytime telephone number when you can be reached. Calls to the Attendance Office must be made within three school days following the absence from school.

**Uni High Attendance Hot Line**  
**949.936.7601**  
**24 hours!**

**Leaving Campus During the School Day** ("**Early Dismissal**") [per the California Education Code] In the event students need to leave early, the following procedure is observed:

- 1. Parents call in advance, or student bring a note to the Attendance Office prior to departure.**
2. Student receives an Early Dismissal Pass and the absence is entered into the computer
3. Upon return to school, the student returns the completed Early Dismissal Pass to the Attendance Office. It should be signed by the physician or appropriate person.

Likewise, **students who become ill during the school day must report to the Health Office prior to leaving campus.** The Attendance Office will issue an Early Dismissal Pass if the student needs to go home.

**Types of Absences** [per the California Education Code]:

Excused Absence: doctor's appointment, illness, attendance to funeral, subpoena to court, quarantine due to health concerns. Teachers will provide make up work for missed assignments if absences are cleared within three school days following the date of the absence.

**Uncleared/Unexcused Absences:** family business, car trouble, over sleeping, etc. Teachers are not obligated to provide make up work.

**Arriving Late to School:** Students tardy to their morning class need to stop by the Attendance Office. By doing this, they will receive a pass to class and the computer will be corrected to show "tardy" rather than "absence" from class.

**Autodialer:** Homes of students who are reported absent from one or more classes receive a telephone call during the evening hours if the absence has not already been cleared by a parent/guardian.

#### **Irvine Unified School District's 5-, 10- and 14-Day Absence Policy**

The school district makes an effort to contact parents by mail once a student's absence reaches 5, 10, and 14 days. This letter is informational, includes all absences, and is an attempt to offer communication to parents (in most case, parents are already be aware of the days of absences). Upon 15 absences from a class, the student may be dropped from the class, upon teacher initiation. In these cases, the student earns an "F" grade and no credit for the class for that semester.