

**ABSENCES AND EXCUSES**

The Board of Education believes that regular attendance plays an important role in student achievement. The Board *shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy.* recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 6 to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

*(cf. 5112.1 – Exemptions from Attendance)*

*(cf. 5112.2 – Exclusions from Attendance)*

*(cf. 5113.1 – Chronic Absence and Truancy)*

*(cf. 5121 – Grades/Evaluation of Student Achievement)*

*(cf. 6154 – Homework/Makeup Work)*

**Excused Absences**

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administration regulations. (Education Code 48205)

*Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulation. (Education Code 46014)*

Inasmuch as *school attendance and* class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

~~At the beginning of each academic year, notifications shall be sent to the parents/guardians of all students, and to all students in grades 7 through 12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)~~

*(cf. 5145.6 – Parental Notifications)*

Students shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or *as authorized pursuant to Education Code 46010.1, for a* confidential medical appointment.

*The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)*

~~Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations. (Education Code 46014)~~

**Effect of Absence on Grades/Credits**

**ABSENCES AND EXCUSES (continued)**

~~If a student's absence is excused under Education Code 48205, he/she shall be allowed to complete any missed assignment or test that can be reasonably given, as determined by the teacher of that class. The student shall be given full credit for the assignment or test if he/she satisfactorily completes the assignment or test within a reasonable period of time. (Education Code 48205)~~

~~A student's grades may be affected by excessive unexcused absences in accordance with Board policy.~~

~~(cf. 5121—Grades/Evaluation of Student Achievement)~~

~~(cf. 6154—Homework/Makeup Work)~~

*Legal References:*EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

2550-2558.6 Computation of revenue limits

37201 School month

37223 Weekend classes

41601 Reports of average daily attendance

42238-42250.1 Apportionments

46000 Records (attendance)

46010-46014 Absences

46100-46119 Attendance in kindergarten and elementary **schools**

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48210-48216 Exclusions from attendance

**48225.5 Work permit: excused absence; entertainment or allied industries**

48240-48246 Supervisors of attendance

48260-48273 Truants

48292 Filing complaint against parent

48320-48324 School attendance review boards

48340-48341 Improvement of student attendance

49067 Unexcused absences as cause of failing grade

49701 Provisions of the interstate compact on educational opportunities for military children

ELECTIONS CODE

12302 Student participation on precinct boards

FAMILY CODE

6920-6929 Consent by minor **for medical treatment**

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

ATTORNEY GENERAL OPINIONS

87 Ops. Cal. Atty. Gen. 168 (2004)

66 Ops. Cal. Atty. Gen. 245, 249 (1983)

COURT DECISIONS

*American Academy of Pediatrics et al v. Lungren et al* (1997) 16 Cal. 4<sup>th</sup> 307

**ABSENCES AND EXCUSES (continued)**

*Management Resources:*

*CSBA PUBLICATIONS*

*Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010*

*WEB SITES*

*CSBA: <http://www.csba.org>*

*Policy amended: May 21, 2020*

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Policy adopted: June 7, 2001

**ALVORD UNIFIED SCHOOL DISTRICT**  
Riverside, California



**ABSENCES AND EXCUSES****Excused Absences**

*Subject to any applicable limitation, condition, or other requirement specified by law, a* A student's absence shall be excused for the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)  
*(cf. 5112.2 - Exclusions from Attendance)*
3. Medical, dental, optometrical or chiropractic appointments (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family (Education 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 (Education Code 48205)*

- ~~a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)~~
- ~~b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household. (Education Code 45194, 48205)~~
5. Jury duty in the manner provided by law (Education Code 48205)
6. ~~The illness~~ *Illness* or medical appointment ~~during school hours~~ of a child to whom the student is the custodial parent (Education Code 48205)  
*(cf. 5146 - Married/Pregnant/Parenting Students)*
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: (Education Code 48205)
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion

**ABSENCES AND EXCUSES (continued)**

- d. Attendance at religious retreats not to exceed 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 organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

*(cf. 6142.3 - Civic Education)*

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 of designee (Education Code 48205)*

*(cf. 6173.2 - Education of Children of Military Families)*

~~Participation in religious exercises or to receive moral and religious instruction in accordance with district policy: (Education Code 46014)~~

- ~~a. In such instances, the student shall attend at least the minimum school day~~
  - ~~b. The student shall be excused for this purpose on no more than four days per school month~~
10. *Attendance at a naturalization ceremony to become a United States citizen (Education Code 48205)*

~~To spend time with his/her 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)~~

~~*(cf. 6173.2 - Education of Children of Military Families)*~~

11. *Participation in religious exercises or to receive moral or religious instruction at the student's place of worship or other suitable place away from school (Education Code 46014)*



**ABSENCES AND EXCUSES (continued)**

*(cf. 6141.2 – Recognition of Religious Beliefs and Customs)*

*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. (Education Code 46014)*

*(cf. 6112 – School Day)*

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

*Such absence shall be excused provided that the students hold a work permit authorizing such work and is absent for a period of not more than five consecutive days and up to five absences per school year. (Education Code 48225.5)*

13. *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)*

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

*For the purposes 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)*

**Method of Verification**

*Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)*

*For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)*

*When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.*

*The following methods may be used to verify student absences:*

**ABSENCES AND EXCUSES (continued)**

~~When students who have been absent return to school, they shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012; 5 CCR 306) The following methods may be used to verify student absences:~~

1. Written note, fax, or email from parent/guardian, or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date(s) of absence
  - e. Reason for absence

*(cf. 5113.11 – Attendance Supervisor)*

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. *The employee shall document the verification and include specified in item #2 above. A written recording shall be made, including information outlined above.*
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 contact a 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.*

*(cf. 5113.1 – Chronic Absence and Truancy)*

~~When a student has had 10 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness must be verified by a physician or school nurse.~~

2. ~~Verification by School Nurse (Health Services Clinic open 7:30-8:30 a.m. on school days at Student Services Center)~~



**ABSENCES AND EXCUSES (continued)**

***Parental Notifications***

*At the beginning of each school year, the Superintendent or designee shall:*

- 1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their place of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)*
- 2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)*
- 3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall include the full text of Education Code 48205. (Education Code 48980)*

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 5145.6 - Parental Notifications)*

*(cf. 6154 - Homework/Makeup Work)*

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