ATTENDANCE PROCEDURES

*Please refer to the Parent/Student Handbook for full attendance policies/procedures*

Please follow the procedures outlined below when your student is absent from school for any reason:

FULL DAY/PARTIAL DAY ABSENCE

If your student will be absent or arrive late for the school day, a parent/legal guardian must call the Attendance Office at (949) 766-6020 before 8:00 am on the day of the absence. Parent emails and notes are not accepted.

Provide the following information to the Attendance Clerk:

- Student’s name and grade
- Reason for absence (refer to Parent/Student Handbook for excused/unexcused absence and tardy designations).
- Relationship to student
- Parents phone number should confirmation be necessary

A full day absence is defined as missing an entire school day. Partial day absence is defined as missing one or more periods during any part of the school day. If you have called your student in absent for the entire school day, and they end up coming to school that same day, please call the Attendance Office with the time your student will be arriving to school; have your student report directly to the Attendance Office upon arrival.

PRE-PLANNED ABSENCES (college visits, trips)

Pre-planned absences from school for any reason must receive prior approval from the Attendance Office. The absences will count toward the excessive absence policy. Please refrain from taking vacations during school days.

The following procedure must be followed to ensure the absences being recorded as “Excused”.

- Obtain an Application for Planned Time Off Request Form in the Attendance Office or school website.
- The Parent/Legal Guardian must complete the form indicating the specific reason(s) for the absence on the application.
- The student must submit the form, with teacher signatures, to the Attendance Office.
- The Dean of Students considers the completed request. If the planned absence is not approved, the family will be notified.

It is the responsibility of the student to make up all in-class work, assignments, and tests missed due to a planned absence, according to each teacher’s guidelines. Failure to make up work will result in loss of credit. Schoolwork, assignments and/or tests missed because of an unexcused absence may not be made up.
OFF CAMPUS PASSES

Once a student is on campus, the student may not leave campus for any reason without an approved off-campus pass. Off-campus passes will be issued only by the Attendance Office with a phone call from a parent/legal guardian. Please provide ample time for your student to retrieve their pass by calling the Attendance Office before the start of the school day.

Provide the following information to the Attendance Clerk when requesting an off-campus pass:

- Student’s name and grade
- Relationship to student
- Reason for early dismissal request
- The time the student needs dismissal from campus

***IMPORTANT***

Students must obtain an off-campus pass from the Attendance Office before entering the classroom if they will be leaving during a class period. Upon entering the classroom, they should show the pass to their teacher. Parents do not need to come to the Attendance Office to release their student; students should meet their parent in front of the school.

To avoid classroom interruption, please try to schedule early dismissals at breaks/lunch. The Attendance Office will not deliver off-campus passes or call the classroom for early dismissals, unless it is an emergency.

The school discourages the scheduling of appointments during the school day. The use of off campus privileges should be kept to a minimum and used only when necessary. Students with excessive absences may be denied off campus passes.

STUDENT ILLNESS DURING THE DAY

Students who become ill during the school day and want to go home must be evaluated by the school nurse. Please direct your student to the Nurse’s Office who will then contact the parent/guardian for the student to be released. Please do not call the Attendance Office to dismiss your student from school if they fall ill during the school day. If you have any questions, call the Nurse’s Office at (949) 766-6029.

Students are not allowed to take ride-share services such as Uber and Lyft as transportation to and from school.