

ATTENDANCE RECORDS

- I. Following are laws governing attendance accounting:
 - A. "Absences due to illness or quarantine shall be verified by the district or the county superintendent of schools in such manner as the Superintendent of Public Instruction may provide."
 - B. "No absence of a pupil from school:
 1. Due to his/her illness, or
 2. Due to quarantine under the direction of a county or city health officer, or
 3. For the purpose of having medical, dental, or optometrical services rendered, shall be deemed an absence in computing the attendance of a pupil."
- II. A student's absence must be covered by (1) a written excuse from the parent or guardian, or (2) verification of the reason for the absence by an authorized school employee.
- III. Verifying and recording of illness:
 - A. Any reasonable method of verification of an illness shall be made by means of a note, conference, telephone conversation, or by inspection at the home or school by an authorized school employee.
 - B. As soon as the illness is verified, a record of same shall be entered on the proper legal documents.
 - C. When notes from home are received, they are to be kept after the verifying authority has properly entered the verified absence on the attendance record for three fiscal years following the current fiscal year.
- IV. Students are not permitted to leave the grounds before the close of school except by a request, countersigned by the principal, given to the teacher in writing, or other official communication.
- V. In addition to the regular attendance records maintained for apportionment and other purposes, the appropriate officers and employees of the District shall for each year compile and report, as herein specified, date relative to the following provisions of Chapter 6 of Division 9 of the Education Code:
 - A. Compulsory attendance between ages 6 and 18.
 - B. Severance from attendance.
 - C. Supervision of attendance.
 - D. Investigation and filing of complaints against parents failing to send children to school.
 - E. Petition of juvenile court on behalf of minors habitually truant or insubordinate or disorderly during attendance at school.
 - F. Issuance of work permits and required investigations and complaints.

VI. The above information shall be reported to the Board of Trustees on or before July 31 of each year. This Board shall report the required information to the Office of the San Diego County Superintendent of Schools on or before August 15 of each year on forms provided by the Superintendent of Public Instruction.

LEGAL REFERENCES**EDUCATION CODE**

48200 Compulsory Attendance

46010 - 46014 Absences

ADMINISTRATIVE CODE

306 Absences