

## **ATTENDANCE**

**ABSENCE AND ATTENDANCE:** Attendance is taken during the first 15 minutes of school. If your student is tardy they are to report to the main office to receive a tardy slip. STATE LAW REQUIRES ALL STUDENTS TO ATTEND SCHOOL AND BE ON TIME REGULARLY AND MAKES PARENTS RESPONSIBLE FOR THE ATTENDANCE OF THEIR CHILD. Schools receive funding only for students who actually attend school. Schools are no longer funded for absent students even if the absence is legitimate and excused.

While our main concern is to have students in school daily to receive educational instruction, it is also crucial that our schools receive the financial resources necessary to provide quality educational services and reduce program cuts. We encourage you as parents to reinforce the importance of good school attendance and to make every effort to send your student to school every day. We do receive funding if a student is at school for a portion of the day. If your child has a medical appointment, please bring them to school for part of the day.

### **ATTENDANCE PROCEDURES:**

1. If your student is absent from school, please send a note, call or email.
  - a. Call 510-787-1081 # 2 for attendance clerk
  - b. [email-clopez@jsusd.org](mailto:email-clopez@jsusd.org) with your students name/grade and reason for absence
  - c. Send a note with students name/grade/and reason for absence
2. If your student has an appointment before school please bring in a doctor's note.
3. If your student needs to leave school early for an appointment please send a note or call the attendance clerk.