

ATTENDANCE PROCEDURES: 2009-2010

CLEARING ABSENCES:

Absences must be cleared within **72 hours** (weekends and holidays excluded). Please call the 24-hour attendance hot-line at **939-6911** and report your student's absence. If you call after 2:30 p.m. the absence will not be cleared until the next day. You may also send in a note with your student upon student's return.

For efficiency's sake please use the following format when reporting an absence:

Students' name/grade (spell last name please)
Date of absence
Reason for the absence – and any flu-like symptoms
Relationship to student
Your day time phone #

EXAMPLES OF VALID EXCUSES FOR ABSENCES:

1. Illness or injury of the student (code = L)
2. Student attendance at a doctor, dental, orthodontist, or other medical appointment (code = E)
3. Student attendance at the funeral service of an **immediate** family member (code = E)
4. A quarantine imposed by a city or county health official (code = E)
5. Student service on a jury (code = E)
6. Up to five days to obtain required immunizations (code = O)
7. Exclusion from school due to head lice, lack of immunization, or physical examination (code = O)
8. Appearance in court (code = E)
9. Employment interview or conference (code = E)
10. Prior approval of absence from the Principal (code = O)

(all invalid reasons will be coded with a U (unexcused) and will count towards placing student on a truancy contract!!!)

ATTENDANCE CALLS/E-MAILS:

Automated phone calls are made every night to the home phone number you have provided on the emergency card. You will also receive an **e-mail for the same absence if you have provided us with your e-mail address**. If your student is missing from one period, chances are he/she was marked absent by mistake or went to class late. The student has to come to the Attendance Office for a correction form. **Please do not call to report that it is a mistake as no action will be taken by this office**. The student and teacher have to clear it.

******NEW TO NORTHGATE:******

This Fall parents/guardians have access to students' attendance live, via HomeLink (www.mdusd.k12.ca.us/homelink)– if you don't receive an attendance call or an e-mail, chances are there was a computer glitch and they didn't go out. Now with HomeLink you can confirm your child's attendance yourself but you must sign up, get a verification code, and create an account. Most of you already signed for these verification code letters during walk through. If you didn't or have lost it, please call the attendance office for a copy.

If your student has a medical appointment in the morning or is running late, please call **938-0900, ext 3505** to report this. The student then needs to check in with the Attendance Office to get an admit slip (you may also send student with a note). Also, if your child has a medical/dental/ortho appointment early morning, **please be sure to ask for an excuse slip from that provider.**

PERMITS TO LEAVE: If your student needs to leave early he/she must come to Attendance with a note/phone call from you **before** leaving campus.

MDUSD has a “closed campus” policy. If you need to pick up your student during the school day please call **938-0900, ext 3505** at least one hour before pick up. The office then writes a pass and sends it to your student, who in turn, meets you at the location you have agreed upon. **Please don't pick up your student without a permit to leave and call in later to clear the absence. Absence will not be cleared - it will be recorded as a truant. ATTENDANCE OFFICE IS CLOSED DAILY DURING 5TH PERIOD.** If you have an emergency and need to pick up your child while the office is closed, you can speak to anyone in the main office

MDUSD also has a “no cell phone” policy. Please don't allow your student to call/text you from their cell phone while in class. **ALL calls home need to be made from the Attendance Office.**

AVERAGE DAILY ATTENDANCE (ADA) INFO:

The District does not receive ADA when a student is absent from school whether it's a valid reason or not. If you have reported your student absent for the whole day, but the student comes to school in the afternoon because he/she feels better, **please be sure to call the Attendance Office or have your student check-in so that the absence can be recorded correctly. IF A STUDENT COMES TO SCHOOL EVEN FOR ONE CLASS WE RECEIVE ADA FOR THE WHOLE DAY!!!**

Every effort should be made to discourage students from missing school due to minor illnesses. Medical appointments should also be made at a time that least disrupts student's instructional time and attendance. **Please be aware that if your student misses 13 days of school due to illness you will be required to provide medical verification to this office for future absences (MDUSD AR 5113)**

SHORT-TERM INDEPENDENT STUDY:

If a student is going to be absent from school for 5 days or more because of medical reasons or family matters and you know about this absence in advance, please call the Attendance Office and request an Independent Study Contract. If the contract is completed correctly, **we will receive ADA** for the days that the student is absent and the student will receive credit for the work completed.

MEDICATION AT SCHOOL:

Students are not allowed to carry medication on campus, whether it be prescription or over-the-counter, unless they have written permission from their doctor and our school nurse. Medication can be stored and administered in the attendance office with the correct paperwork. Please call the Attendance Office for more information, ext 3505.

REPORT CARDS & ABSENCES:

Absences are shown on progress reports & report cards. It makes no difference if the absence was cleared or not, it's an absence from class and as such, has to be recorded.

GOING ON VACATION WITHOUT STUDENT??

If you're going to be out of town or on vacation for a number of days, please be sure to send in a note to the Attendance Office or call in with information of the person responsible for your student during your absence.

EMERGENCY CARDS:

Emergency cards are to be filled out by parent/guardian – not the student. If there is a change in your contact information during the year, please call the Attendance Office so we may update our data base.