

Attendance

Students must turn into the attendance office (within three school days of the absence) a written excuse --from a parent, guardian, or health practitioner who is involved in the patient care--for **ALL** absences other than those approved by the principal for school-sponsored activities.

A student who has more than five absences in a one-unit course or three absences in half-unit course **may not be eligible to receive credit** for that course.

A valid excuse must:

be dated,

list the student's full name,

contain the date(s) of the absence(s),

list the reason for the absence(s),

list a telephone number of the parent,

be signed by the parent/guardian or a licensed/certified health practitioner.