ATTENDANCE 101 FOR PARENTS

HELPFUL HINTS:
Keep a copy of the school calendar for A and B days
Keep a copy of your child's schedule
Please make every attempt to schedule appointments after school and/or during school vacations.

ATTENDANCE OFFICE CONTACT INFO:
Telephone: 925-634-0037, ext. 6003

From main menu press 6003, and as soon as you hear the recording:

Please leave your name, student name, phone number and reason for absence.

EMAIL OR TEXT TO: **hhsattendance@luhsd.net**

ABSENCE CODES:
UPB - Personal business
V -   School activity
F -   Field trip/Sporting event
X -   Ill or doctor's appointment
O -   Truancy
M -   Medical tardy
E -   Funeral or court
T -   Tardy

CLEARING ABSENCES:
Parents have **48 hours to clear an absence**.
After the 48 hour absence window, an absence not cleared will roll over as a truancy.

ABSENCES REFLECT STUDENT SITUATION, NOT FAMILY:
Example: If a family member is in the hospital, the absence is marked as UPB, and we make a note in student's attendance so that the teachers are aware of the situation.

CALL IN PROCEDURES:
To get your child out of school for an appointment, personal business, or illness, **please call the school the night before or 2 hours ahead of the appointment**, so that the town pass is sent to your child in a timely manner. On 3 day weekends, holidays, Friday before a dance, rally days or finals, please keep in mind that our call volume is high. We know emergencies occur, but please do your best to keep your students in class for the duration of the school day.

REGULAR TOWN PASSES:
ALL town passes must be called in or e-mailed prior to student leaving campus. We encourage students to bring a note from their parent or guardian to the attendance office at the beginning of the school day if they need a town pass that day **Students must check out with attendance or have a town pass in hand when leaving campus.**

When requesting your student during their P.E. class, please be advised that it will take longer for your child to be excused from class. The class has to be located, and the student has to gain access to the locker room to change and to retrieve personal items.

TOWN PASSES DURING FINALS:
Parents should call the night before or early in the morning. Students will need to pick up town passes before school or during the 15 minute break between classes. Town passes are not delivered to classrooms during final exams. Students are required to check out with attendance, if they have not received a town pass.

SIGN IN - LATE ARRIVAL:
When students arrive **late to campus at any time of the day, they need to come in to the attendance office to sign in**. If the student was at a doctor or court appointment, they should bring an official note for excusal purposes.

SIGN IN - RETURNING TO CAMPUS:
If a student has left campus with a town pass and is returning to campus, they need to bring a **doctor's note with them, if applicable, to the attendance office when checking back in.** Students must check back in with attendance even if the return time is between classes or during lunch.

SIGN IN - SLC Office:
When students visit their SLC offices during class time, they must sign in and out on the clipboard and include their name, ID number, and the reason for office visit (Counseling or Discipline). This helps ensure student attendance is accurate during each class period.

HEALTH ROOM/SICK BAY:
If your child isn't feeling well, they can ask their teacher to go to the health room in the main administration building. Upon arrival, students must sign in on the health room clip board and include their name, ID number, time in, and reason for visit. Students will be asked to call home and will sign out in attendance if a parent gives permission for the student to be picked up or go home. Students will be sent back to class if a parent is not available or does not grant permission to be picked up.

EMERGENCY INFORMATION:
The persons listed on the emergency call will be contacted during an emergency if a parent or guardian cannot be reached. **Emergency contacts may not pick a student up from school unless the parent has given permission.**