

Northwood High School Attendance

NHS 24 Hour Attendance Line: (949) 936-7201

[The NHS website](#) contains this information, as well as additional helpful details.

Every absence from school must be verified within THREE days of the absence. Each unverified absence will result in a detention. **Parents have three days** to verify an absence by calling our attendance line (949.936.7201) or sending a signed note with their child to let the school know why their child was absent. Attendance notes are available [on the website](#) and the note needs to include the following information:

- Student's full name (ID number if possible)
- Date of absence
- Reason for absence
- Full signature of parent/guardian with a daytime phone number

If it is necessary for the student to be out of school for reasons other than illness, we encourage the student to come to school for at least part of the day. When the student attends part of the day, he or she may be able to touch base with teachers and obtain important assignments. **REMINDER:** each class period is approximately 90 minutes in length, daily attendance is important.

Detention is assigned for **ALL** absences that are not verified within 3 days of the absence as well as students who do not follow the early dismissal procedures below.

Early Dismissal

If a student has an appointment that requires that they leave school early, a parent must come to the Attendance Office to check their student out, or a note must be brought to the attendance office signed by the parent or legal guardian stating the dismissal time, date, and reason for absence. This note must be brought to the attendance office before school so that an early release form can be issued. The Early Release Form must be presented to the teacher before the student is excused from class at the appropriate time. The student will then come to the Attendance Office to sign out before leaving campus. If the student is returning, they will be expected to sign in at the attendance office upon their return.

Students should never leave school without first signing out with the Attendance or Health Office. Students who do not sign out PRIOR to their absence will be considered truant and the absence will not be able to be verified, resulting in detention. Students who are participating in Athletics and do not plan to attend their practice/game should also be signed out by a parent PRIOR to their absence. Attendance policies apply to athletics because they are the same as any other class.

Arriving Late (Tardies)

*A student is considered late or tardy when they are not in the classroom **when the bell rings**. There is **no** grace period for tardies.*

1. Students who are LATE (unexcused) during the first 15 minutes of class should report directly to the classroom. If paper attendance is being taken (Ex: if there is a substitute) and the sheet has already been sent down to the office, students should go to attendance to make sure their marked absence is changed to a tardy, then return to class.
2. Students who are LATE (excused) should always check in first with the Attendance Office. Excused tardies include illness, medical appointments, funerals, court dates, and religious holidays.
3. All students who are more than 15 minutes tardy/late must sign in at the Attendance Office and obtain an Admittance Form to class.
4. Teachers may assign detentions to students who are late (unexcused).

Justifiable Personal Reason Absence

Students who are being excused from school for a justifiable personal reason such as a religious or cultural observance must submit a written note, signed by the assistant principal, in order to qualify for a verified absence. Phone calls will result in unverified absences. Justifiable personal reason absence forms are available in the attendance office or are linked to the right.

Independent Study Agreements

If a student is going to be missing at least 5 school days and no more than 14 school days, they may be eligible for an independent study agreement. It must be requested a minimum of 5 school days ahead of time and be agreed upon by administration and the student/family. Agreements can be denied due to behavior, attendance, or academic concerns as well as by not being requested in time or based on timing (too close to the end of a grading period). Forms are available in the Attendance Office. The student then has the opportunity to continue their education while away and the school will continue recovering ADA-generated income.

Assignments/Assessments During Absences:

It is the student's responsibility to communicate with the teacher for any work missed during absences. When a student knows in advance that there will be an absence, the student should communicate with the teacher and, when possible, complete the work/assessments in advance. Students are allowed to make up missed assignments/assessments for an **excused** absence.

Agreement for Students 18 years of age

Students who are 18 years old and in good standing may obtain a form from the Attendance Office allowing them to excuse their own absences if they meet all eligibility requirements. This form must be signed by the parent/guardian and by an assistant principal. The form will be revoked if the student abuses the privilege.

Special Circumstances

Pursuant to ed code 48205, student confidentiality is protected for special circumstances, including but not limited to confidential medical appointments.

Chronic Absenteeism

Students and families should review this [district soft truancy fact sheet](#) and this [presentation](#) to understand the CA Ed Code and how chronic absenteeism may impact a student's academic success.