

# ATTENDANCE POLICY

Torrey Pines High School High School

## Attendance Office

7:00 a.m. – 3:30 p.m.

Email: [tpattendance@sduhsd.net](mailto:tpattendance@sduhsd.net)

Attendance Office Message Line: 858-481-0950

Press 1 for absences or Press 2 for Off Campus Pass

## FULL DAY & PERIOD ABSENCES AND OFF CAMPUS PASSES

To report or clear an absence or tardy for your student, please email or call the attendance office. You MUST include the type of absence in the subject line of your email (i.e., Off Campus Pass, Tardy, Absence, Field Trip, etc.) In the body of the email include: your student's full name (spell if leaving a voice mail), student ID number, reason for the absence and the date and time.

## OFF CAMPUS PASS PROCEDURES

- Off Campus Passes MUST be requested at least 24-48 hours in advance either by email or phone.
- If advance notice is not given or if it's an emergency, parents are required to physically come in to the attendance office. If your student will be driving or walking off campus to their appointment, you MUST include that in your EMAIL for our records. Voicemails will not be accepted as authorizations.
- Student MUST NOT leave school without an off campus pass or they are subject to progressive discipline
- Students are required to pick up their off campus pass before school begins or during break in the Attendance Office.
- If students are returning to school after an appointment, they must check in with attendance before going to class.
- The Attendance Office can NOT accept phone calls from a parent on a student's cell phone to issue off campus passes.
- Students feeling UNWELL must check out through the HEALTH OFFICE.

## EXCUSING ABSENCES AND TARDIES

Absences and tardies must be excused within 72 hours by contacting the attendance office. After 72 hours, the absence or tardy is coded as truant and cannot be changed.

## TARDIES

Students arriving later than 15 minutes to class MUST CHECK IN WITH THE ATTENDANCE OFFICE to obtain a re-admit slip before going to class. Tardies must be cleared by the student's parent via email or phone call to the Attendance office within 72 hours.

## EXCUSED ABSENCES

Students will be required to submit a medical note verified by a physician for any illness or doctor appointments after he/she has accrued 14 days of illness or medically excused absences in the school year.

## PERSONAL/UNEXCUSED ABSENCES

San Dieguito Union High School District observes and adheres to California Education Code 48205 when excusing student absences. A student absence can only be excused if the reason for the absence, as reported by the parent/guardian meets the criteria specified in [SDUHSD's school board policy](#). Personal absences are considered trancies by the State of CA. Truancy letters will be issued after 9 period personal/unexcused absences.

Make-up work for personal/unexcused absences shall be provided at the discretion of the teacher. The teacher(s) shall determine the make-up work and time allowed.

## ATTENDANCE DISCREPANCIES

If your student was marked absent by apparent mistake, your student can either speak with the teacher or e-mail the teacher regarding the discrepancy. The teacher can then e-mail [tpattendance@sduhsd.net](mailto:tpattendance@sduhsd.net) with the student name, date, and period that needs to be corrected. Once the attendance office receives an e-mail from the teacher, an update to the attendance record can happen.