

Torrey Pines High School Attendance Policy

Due to high volume, email is the **preferred method** of communicating with the attendance office. Email: tpattendance@sduhsd.net

Attendance Office Message Line: 858-481-0950, Press 1 for absences

Press 2 for OCP

Office Hours: 7:00 a.m. – 3:30 p.m.

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.

Obtaining Off Campus Pass Procedure

- Off campus passes **MUST** be requested at least 24-48 hours in advance either by email or phone. If your student will be driving to their appointment, you **MUST** include that in your email.
- If advance notice is not given or if it's an emergency, parents are required to physically come in to the attendance office to excuse your student off campus.
- Students **MUST NOT** leave school without an off campus pass.
- Students can pick up their off campus pass before school begins 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 will **NOT** be accepting phone calls from parents on a student's cell phone to issue off campus passes.
- Students feeling unwell **MUST** check out through the Health Office

Tardies

Tardies must be cleared by the student's parent through emailing or calling the attendance office. 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.

Excusing Absences and Tardies

Absences and tardies must be excused within 72 hours. If an absence is not cleared within 72 hours, the absence will be considered truant.

Attendance Discrepancies

If your student was marked absent by mistake, please have your student contact their teacher and have the teacher email the attendance office to correct the discrepancy.