

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 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. If your student will be driving or walking off campus to their appointment, you **MUST** include that in your **EMAIL**. Voicemails will not be accepted as authorizations.
- Student **MUST NOT** leave school without an off campus pass.
- 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 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

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 by emailing or calling the attendance office.

EXCUSING ABSENCES AND TARDIES

Absences and tardies must be excused within 72 hours.

ATTENDANCE DISCREPANCIES

If your student was marked absent by mistake, your student can either speak with the teacher or you or your student may e-mail the teacher regarding the discrepancy. The teacher can then e-mail tpattendance@sduhsd.net with the student name, date, and period that needs to be corrected. Once the attendance office receives the e-mail from the teacher the attendance record will be changed accordingly. If the absence is not changed in AERIES in a week, please follow up again with the teacher.

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 will only be excused if the reason for the absence, as reported by the parent/guardian meets the criteria specified in California Education Code 48205. Personal absences are considered truanancies 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.