

# 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.
- Students feeling UNWELL must check out through the HEALTH OFFICE.
- Student **MUST NOT** leave school without an off campus pass or they are subject to progressive discipline. Students who are sick may not leave campus without an Off-Campus Permit from the Health Office. If for any reason the Health Office or Attendance Office is closed, a student should go to the Counseling Office for assistance. Students found off campus without a pass from the Health or the Attendance office will be considered truant.  
**Please note: Parents/guardians cannot excuse their student's absence after he/she has left campus without an Off-Campus Permit.**
- 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 **DOES NOT** accept phone calls from a parent on a student's cell phone to issue off campus passes.

## EXCUSING ABSENCES AND TARDIES

Attendance in AERIES must be monitored on a regular basis. Absences/tardies must be excused within 48 hours by contacting the attendance office. After 48 hours, the absence or tardy is coded as truant and cannot be changed.

## TARDIES

Students arriving 20 minutes late or as required by the teacher 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 48 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 20 periods of illness or medically excused absences in the school year. Attendance office may request documentation for all day doctor appointments.

## 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. A Truancy letter will be issued after 12 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 in error you may email the Attendance office to notify of the discrepancy within 48 hours of it posting. Your student can then 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.

PLEASE NOTE: It is the student's responsibility to follow up with the teacher if the absence/tardy has not been cleared within 48 hours of the student contacting the teacher.

### **STUDENTS WHO ARE 18**

Students who are 18 years of age and older may sign their own notes to clear their absences or leave campus. Although 18-year-old students have the power to excuse themselves, an absence will not be excused unless it is in one of the categories listed above for excused absences.

**Medical documentation may be requested at any time to support absences due to illness or medical appointments.** Students who are unable to provide documentation when requested will be considered *truant*.

**Complete information regarding attendance and updated attendance policies can be found on the SDUHSD website under ATTENDANCE.**