

Attendance Procedures

Torrey Pines High School

Attendance Office Hours

7:00 a.m. – 3:30 p.m.

Email: tpattendance@sduhsd.net

Attendance Office Message Line: 858-481-0950

Press 1 for [absences](#) or Press 2 for [Off-Campus Pass](#)

Regular attendance and class participation are an integral part of our students' learning experience; together, they determine student success. Torrey Pines High School is committed to cultivating exemplary attendance habits. Students who attend school regularly are more successful, more connected, and develop invaluable life-long healthy habits.

FULL DAY & PERIOD ABSENCES

To ensure that we are able to record accurate attendance, please contact our attendance office with as much notice as possible whenever a student is absent. Types of absences include:

- **Full-Day Absence** - The student is not present during the school day
- **Period Absence** - A student is absent when he/she is not present during the entire scheduled class period
- **Tardies** - A student is absent when he/she is not present during any part of the first 30 minutes of a scheduled class period (if a student is more than 30 minutes late to class they are considered absent)

We can serve you through email or by phone. Please include the following information in your email or phone call:

- 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 voicemail), student ID number, reason for the absence as well as the date and time of the absence.

OFF-CAMPUS PASS PROCEDURES - Students should pick up their off-campus pass before school begins or between classes in the Attendance Office.

- In an effort to meet your needs in a timely manner, please submit all Off-Campus Pass requests at least 24 hours in advance either by email or phone.
- If your student will be driving or walking off campus to their appointment, please include that in your email communication as this needs to be a written record.
- If you are unable to request an Off-Campus Pass 24 hours in advance, families will need to check out their student in person through the attendance office.
- Students who feel unwell are required to check out through the health office prior to leaving campus.

If students are returning to school after an appointment, they need to check in with attendance before going back to class.

IMPORTANT REMINDERS

- Attendance in AERIES student portal should be monitored on a regular basis to ensure accuracy.
- Absences/tardies that meet the excused absence criteria must be excused within 48 hours by contacting the attendance office.
- After 48 hours, absences or tardies that are not excused by a parent are coded as truant and cannot be changed.

LATE ARRIVAL TO SCHOOL

Students arriving late to school need to check-in with the attendance office to obtain a re-admit slip before going to class.

EXCUSED ABSENCES

San Dieguito Union High School District observes and adheres to California Education Code 48205 when excusing student absences. Students absences that meet the criteria for the [SDUHSD School Board Policy](#) will be marked as excused. Please make every effort to schedule medical and dental appointments during non-school hours. After a student has accrued 20 periods of illness or medically excused absences during the school year, Administration may request documentation for any or all illnesses and/or medical appointments.

PERSONAL/UNEXCUSED 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 (i.e. travel) are considered truancies by the State of CA. A Truancy letter will be issued after 12 period personal/unexcused absences.

ATTENDANCE DISCREPANCIES

If you believe your student was marked absent by error, please communicate with the Attendance office to notify them of the discrepancy within 48 hours of it posting. If it was made in error by a teacher, please have your student contact the teacher who will need to issue a correction to the Attendance Office via email.

MISSING INSTRUCTION & MAKE-UP WORK

Regular attendance is a critical part of academic success and wellness. Classroom instruction cannot be replicated after an absence, so attending class consistently is the best way for a student to succeed. Given the difficulty in making up missed work, we highly recommend avoiding unnecessary absences. Missing labs, presentations and tests can cause sincere stress for students. After an absence, please remember:

- Students will be given a reasonable amount of time to make-up missed work after an excused absence.
- Make-up work for personal/unexcused absences shall be provided at the discretion of each teacher. The teacher(s) shall determine the make-up work and time allowed.
- If absences become excessive (whether excused or unexcused) students will need to meet with their counselor and administrator to discuss interventions and support.

STUDENTS WHO ARE 18

Students who are 18 years of age and older may sign their own notes to excuse their absences or leave campus; all attendance procedures and [SDUHSD Board Policies apply](#). 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 remain a personal absence.

COLLEGE VISITS:

As of the 2019-2020 school year, students in grades 11 and 12 are allotted 3 days of college visitations per school year (AR 5113). [SDUHSD's College Visitation Form](#) will need to be completed and submitted one week prior to the absence to ensure approval by an Assistant Principal. To officially excuse this absence, proof of college visitation will need to be submitted to the attendance office within 48 hours upon completion of the visit.

CORONAVIRUS (COVID-19) ATTENDANCE UPDATE: Students absent due to personal/mandatory quarantine will not be disenrolled from school due to long periods of absence. If a parent is concerned that students will be exposed to COVID-19 or have vulnerable family members it will be coded as a personal absence for the duration of the absences that parent determines. If a student or a parent is under mandatory quarantine for exposure to COVID-19 or has traveled to affected areas, the district will follow CDC guidelines. Documentation will be requested to verify the mandatory quarantine and will be appropriately coded as such on the student's attendance.

For more information regarding TPHS and SDUHSD attendance and policies, visit the [SDUHSD website](#).