

What is **TRUANCY** according to the California Education Code?

E.C. 48260 – TRUANCY DEFINITION

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

E.C. 48260.5 – PARENT NOTIFICATION

Notifying a parent of their child's truancy is required by law. Truancy Letters are automated and sent from the central office on a monthly basis, based on school records.

E.C. 48261 – TRUANT REPEAT

Any pupil who has once been reported as a truant and who is again absent from school without valid excuse one or more days or tardy on one or more days, shall again be reported as a truant to the attendance supervisor or the superintendent of the district.

E.C. 48262 – HABITUAL TRUANT

Any pupil is deemed a habitual truant, who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed a habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filling of either of the reports required by Section 48260 of Section 48261.

ATTENDANCE 
MATTERS

How can parents support **SCHOOL ATTENDANCE**?

- Making sure your child gets enough sleep and a nutritious breakfast each day
- Helping your child develop a positive attitude toward school and learning and encouraging him/her to participate in school activities
- Explaining Compulsory Education – by law all students must attend school daily and on time
- Teaching the benefits of good attendance and consequences of poor attendance
- Creating back-up systems (alternative plans for getting to and from school)
- Posting school calendars, school attendance policy and schedules in a visible place
- Making your school aware of any issues that may be affecting your child's attendance
- Making sure your child's school has your accurate daytime contact information, including cell phone number and/or e-mail address

Notifying school staff if your child suffers from a chronic health condition and how this condition is impacting school attendance.



The foundation of student academic success is excellent attendance. BUSD wants to partner with all parents to ensure students attend regularly and to address any issues that impact attendance.



Burbank Unified School District

School Attendance

A Guide for Parents

BUSD expects all students to maintain 96.50% or better attendance rate.



**Stacy Cashman, Director,
Student Services**
Ann Brooks, SARB Chairperson
Hector Garcia, SARB Co-Chair

MINIMIZE LOSS OF INSTRUCTIONAL TIME

- Plan family vacations for non-school days
- Schedule non-emergency medical and dental appointments after school hours, on weekends, or during your child's vacation
- If the appointment must be during school hours, please have your child attend school prior to the appointment and/or return to school after the appointment to complete the school day
- Communicate often with your child's teachers and request assignments missed during absences

Parents, please provide a note for every absence, tardy, and early leave within 3 days!

C.C.R. Title 5, Section 306-A principal or teacher may require satisfactory explanation from the parent or guardian of a pupil, either in person or by written note, whenever the pupil is absent/tardy part of all of a school day.

District policy requires that all absences, tardies, and early leaves be cleared with a satisfactory explanation (written or verbal justification).

An excused absence note may be accepted for up to four consecutive days when the absence is attributed to illness. For absences attributed to illness for five or more consecutive days, the school nurse or designated staff member is to be consulted. The student must be cleared to return to class by the school nurse or designated staff member.



The excessive use of unverified parent notes may result in the school requiring doctor verification for all future absences.

Excusable Absence (California E.C. 48205)

Reason Code #1 on Student's Attendance Record

- Due to his or her illness
- Due to quarantine under the direction of a county or city health officer
- For the purpose of having medical, dental, optometric or chiropractic services rendered
- For the purpose of attending the funeral services of a member of his or her immediate family:
 - ✓ **one** day if service is conducted in California
 - ✓ **three** days if outside of California
- For the purpose of jury duty in the manner provided by law
- Due to illness or medical appointment during school hours of a child of whom the pupil is the custodial parent



Reason Code #5 With Prior Principal Approval*

- For justifiable personal reasons including, but not limited to, and appearance in court, attendance at a funeral service past the allowable day(s), observance of a holiday or ceremony of his/her religion, attendance at religious retreats or attendance at an employment conference when in writing, prior to the absence, by the parent/guardian and approved by the principal.
- For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Election Code
Pupils who are members of religions that observe religious holidays that fall on school days may be excusable from school by making prior arrangements as specific by the school principal and with written parental/guardian request [Education Code Section 48205 (a)(7)]. Additionally, students may be absent to attend a religious retreat, not to exceed four hours per semester [Education Code Section 48205(c)].

*** Please note that these are the only reason codes that will not trigger a Truancy Letter.**

SCHOOL ATTENDANCE IS THE LAW



**STATE OF CALIFORNIA
Compulsory Full-time Education**

Education Code 48200

Each person between the ages of 6 and 18 years, not exempted under provision of this chapter, is subject to compulsory full-time education. **Each parent, guardian, or other person having control or charge of such pupil; shall send the pupil to the public full-time day school or continuation school or classes for the full-time designated as the length of the school day.**

LOS ANGELES MUNICIPAL CODE 45.04

Juveniles are prohibited from loitering during the hours and days when the school, which the minor would normally attend, is in session.



*For more information about California School Attendance Laws visit the California Department of Education website:
<http://www.cde.ca.gov/ls/ai/tr>*