



LOS ANGELES UNIFIED SCHOOL DISTRICT

Policy Bulletin

TITLE: Attendance Procedures for Elementary and Secondary Schools

NUMBER: BUL-1292

ISSUER: Rowena Lagrosa, Deputy Superintendent Educational Services

DATE: July 8, 2005

ROUTING

Local District Superintendent
Local District Director of
School Services
Operations Administrator
Principal
Assistant Principal
APSCS
APSSS
APEIS
PSA Coordinator
School and PSA Counselors
School Administrative
Assistant

POLICY: The Los Angeles Unified School District (LAUSD) School Board, Superintendent, and staff understand and appreciate the importance of the compulsory attendance law (EC 48200) that underscores each child's right and obligation to receive an education by attending school daily. The District's "Student Attendance Policy" can be found in Bulletin 1287, October 26, 2004, which expands the following fundamental philosophical principles:

- Parents/guardians are recognized as partners in the support of student attendance.
- Each school staff will work collaboratively with other members of the school community to create a welcoming school climate that is conducive to regular daily attendance of all students, develop a school-wide attendance incentive plan, and support a safety and discipline plan that will promote students' attendance.
- All District and school staff will adhere to practices that will encourage and support the immediate enrollment and regular daily attendance of all students.

MAJOR CHANGES: This bulletin replaces the following bulletins and manuals:
The Office of the Deputy Superintendent, Support Services

- Z-54, "Attendance Policy and Procedures for Elementary Schools," July 20, 1998.
- Z-55, "Attendance Policy and Procedures for Secondary Schools," July 20, 1998.

The Office of the Associate Superintendent, School Operations

- 33, "Elementary School Attendance Plan Check sheet," December 4, 1987.
- 32, "Secondary School Attendance Plan Check sheet," December 4, 1987.



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Budget Services and Financial Planning

- B-42, "Definition of Pupil Enrollment in Elementary and Secondary Schools," March 12, 1998.

Student Health and Human Services

- Z-21, "Information Concerning Senate Bill (SB) 727: In-Seat Attendance," June 11, 1998.
- Z-13, "Student Emergency Information," February 10, 1997.
- Z-64, "Partial-Day Attendance Accounting in Secondary and Span Schools" August 22, 2000.

Other District correspondence

- "Attendance Office Procedures in Secondary Schools: A Manual to Assist the Staff," Los Angeles Unified School District, 1998, Revised.
- Attendance Manual: A Handbook Designed to Assist School Personnel in Matters Related to Attendance, Office of Associate Superintendent, School Operations, 1986.

The content of this bulletin has been updated to reflect current attendance policy.

Guidelines for implementing school site attendance procedures are included in the attached appendices of this bulletin. These guidelines are consistent with California laws requiring the enrollment and attendance of minors between the ages of 6 and 18 for the full day of attendance at the school of enrollment, unless such minors are legally exempt.

Minors who are 16 to 17 years of age are required to attend school unless they have graduated, have received their certificate of proficiency, or are legally exempted. Minors 16 and 17 have the option to attend an alternative education program, including a continuation high school. Students who are 18 years of age may not be summarily withdrawn from their school of attendance.

I. BACKGROUND

Senate Bill (SB) 727 enacted July 1, 1998, reimburses public schools for *actual in-seat* student attendance. The legislation also omits "apportionment absences," (regardless of the reason for the absence) as a means of calculating attendance for reimbursement. State law provides that students who attend school during any part of the school day may generate state revenues, so long as they are not marked absent for the entire school day (cf. Title 5, Section 403, California Code of Regulations (CCR)). The exception is those students whose attendance is recorded by clock hour (e.g. continuation school students).

Under the current system of calculating attendance, a student who presents himself or herself in any assigned classroom for *any* amount of time will be counted present for the entire day for average daily attendance (ADA)



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revenue purposes. This method of calculation will be changed for secondary schools when period-by-period attendance accounting is implemented.

Average Daily Attendance (ADA) is the total number of days of student attendance divided by the total number of instructional days of the school year. A student attending every day equals one ADA. ADA is not the same as enrollment, which is the number of students enrolled in each school and district. (This number is determined by counting the number of students on a given day) ADA is usually lower than enrollment due to factors such as absenteeism, students moving or dropping out. The state uses a school district's ADA to determine its apportionment revenue and other funding.

Period-By-Period Attendance Accounting: On July 13, 2004 the LAUSD School Board authorized the Superintendent to restructure the manner in which student attendance is reported and to implement a system of period-by-period reporting at secondary schools. The period-by-period reporting is intended to improve accountability for each individual student's attendance, as well as to ensure the accuracy of the District's actual attendance numbers. Implementation of period-by-period attendance reporting will be facilitated by the Integrated Student Information System (ISIS).

II. PHILOSOPHY

The LAUSD Board of Education and staff believe that student attendance and student achievement are closely intertwined. Students who develop patterns of good attendance are much more likely to be successful both academically and socially than students who develop patterns of poor attendance. If a child's chronic absenteeism is not addressed in its early stages, the odds are greatly increased that he or she will 1) need costly instructional remediation and/or special services, and/or 2) develop a negative self-concept, experience academic failure, drop out of school, engage in anti-social behavior, and fail to contribute positively to the local community as an adult. The implementation of effective and positive attendance programs and practices will create successful learners.

III. SCHOOL ORGANIZATION

- A. The school principal shall meet annually with attendance staff and other related personnel to develop, review and implement school-wide attendance practices consistent with the policies set forth in this bulletin and with the Student Attendance Policy Bulletin No.1287, October 26, 2004.



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- B. The principal is responsible for the registration, enrollment, and attendance of all students at all schools under his or her supervision.
- C. The principal is responsible for preparing his or her school staff for the implementation of the ISIS. Memorandum-1206, "School Preparation for the Integrated Student Information System (ISIS)," July 23, 2004. Additional information is available from the ISIS webpage: <http://isis.lausd.net>.
- D. Every principal is responsible for training staff with regard to Federal and State mandates pertaining to the maintenance and protection of all forms of pupil records (i.e., paper and electronically recorded information.) See Family Educational Rights and Privacy Act of 1974 (FERPA) and California Education Code 49064 – 49078; 49602.
- E. Every school shall organize school offices in such a way that the attendance office is open during school hours to serve students and parents. Each school shall have posted school hours and twice a year, shall notify parents of school hours (via opening school bulletin, monthly school newsletter, etc...)
- F. Every elementary and secondary school shall have an official, daily attendance-reporting time or period (Homeroom or Record Room) until ISIS is fully implemented.
- G. Every school shall have a formal, written, proactive attendance plan for the improvement of student ***and*** staff attendance. This shall include the best ways to benefit from the Pupil Services and Attendance (PSA) Counselor, both traditional and innovative attendance motivation incentives and other related services. (*See Appendix A-1, A-2, A-3*)

IV. SCHOOL ATTENDANCE PLAN

Each attendance plan shall be incorporated into the *Integrated Safe School Plan*. An Attendance Plan template of the essential components to the attendance plan is available from the Local District PSA Field Coordinator or Operations Coordinator.

The School Attendance Plan shall:

- A. List the names of the Attendance Committee: comprised of the Principal, APSSS, representatives of academic counselors, deans, teachers (general and special education), attendance clerks, parents, and students, the school nurse and the PSA Counselor and others as



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identified by the school.

B. Describe the technical aspects of attendance taking and recording.

Include the following topics:

1. School goals to increase school attendance
2. Strategies to create a positive school climate
3. Attendance incentives for students and teachers
4. School-wide positive reinforcement strategies
5. Adopt-a-school partnerships with the private sector
6. At-risk and potential dropout prevention strategies
7. Referral process and case management for at-risk students
8. Resources available to assist at-risk students
9. Mentoring partnerships and buddy systems
10. Parent involvement/parent notifications
11. Extended absence policy/parent notification
12. Tardy policy/parent notifications
13. Workshops for parents on attendance laws and policies
14. Truancy policy, parent notifications and abatement partnerships
15. ISIS implementation and ongoing training
16. ISIS Office procedures
17. Clarification of staff roles and responsibilities
18. Staff training and professional development related to attendance improvement
19. Emergency Information Update Schedules and strategies to acquire missing emergency cards and to update obsolete or incomplete data
20. In-school independent study program implementation
21. Saturday School Pilot Schools: The procedures for implementing the program and procedures for making up lost days of attendance and recouping lost ADA revenue.
22. Strategies in lieu of suspension to address loss of instructional days due to poor attendance. (Note: California law prohibits the use of suspension as a consequence for poor attendance.)

C. Be reviewed with appropriate staff, parents, and community members. Annual assessment and evaluation of school goals and strategies for improving the plan shall be part of this review.

D. Be furnished annually to each certificated staff member (including substitutes) who may have attendance-related responsibilities and to each classified staff person in the attendance office.



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- E. Be updated annually and be maintained for parents and community members use in the school's Main Office, Attendance Office, and/or Parent Center as appropriate.

V. REGISTRATION AND ENROLLMENT

A. Registration

1. School personnel shall, without delay, register and enroll all known non-enrolled students residing within the school's attendance boundaries. Examples include, but are not limited to, students who have, or are:
 - "No-show"
 - Pupil Accounting Report (PAR) from the sending school
 - Opportunity Transfer (OT), NRE (Not Recommended for Expulsion), Post-Expelled and other students having "District Placements" with appropriate PAR.
 - Homeless, in temporary shelter, or in shared housing
 - Pregnant or parenting
 - Living in a foster or group home (DCFS "*Notification to School of Minors Placement Status*", Form 1399, may be requested from the foster parent or group home)
 - Local district attendance referral
 - Local District School Attendance Review Board (SARB) placement
 - Special Education students per the student's Individual Education Plan (IEP) or pending the update of the Individual Educational Plan (IEP) from a prior school.
2. All year-round schools shall place newly enrolling students on tracks that will, as nearly as possible, ensure the students' completion of a full school year. (180 days on a Single Track or 4-Track Calendar, 163 days on a 3-Track Calendar)
3. Registration Process
 - a. Residency Requirements

A student can have only one residence. The student must live in one of the following:

 - The resident of the student's parent or legal guardian that resides within the boundaries of the school district
 - A licensed foster or group home
 - The home of a care giving adult that is located within the boundaries of the school district
 - A state hospital located within the boundaries of the school district
 - b. Residency Verification
 - 1) A prospective parent/legal guardian may offer any



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documentation that *reasonably verifies* that his or her residence is located within school district boundaries. Below are examples of residence documents that have commonly been used and accepted as evidence of residence. They include, *but are not limited to*:

- Utility Bills
 - Property Tax documents
 - Rental or lease agreements
- 2) Documentation must be current and show the parent/legal guardian's name and the residence address.
 - 3) Other documents, independently or together with a utility bill may also be used to further prove residence.
 - 4) **LAUSD DOES NOT ACCEPT** telephone bills or driver's licenses as proof of residence.
 - 5) In the event the parent/legal guardian does not possess documented proof of residency, he or she must be allowed to submit (and the school must accept) a written, sworn statement (affidavit) verifying residence.

See *Appendices B-1 and B-2* for additional guidance regarding verification of residence documentation.

Note: Discard all copies of the Address Verification Form from previous bulletins. This form is no longer in use.

- c. Non-Residency Registration/Enrollment
There are certain circumstances under which a student may be allowed to register and enroll in school whether or not the student resides within the school's boundaries. Those circumstances include:
 - 1) Inter-District or Intra-District Permits (*Appendix C*)
 - 2) Caregiver Affidavit (*Appendix D*)
 - 3) PWT or Magnet Program (student must reside within LAUSD jurisdiction)
 - 4) Homeless Students - (*See Affidavit of Temporary Residence, Appendix E*)
4. Miscellaneous Residency and Registration Issues
 - a. Investigating Fraudulent or Suspicious Addresses
When school officials have reason to believe that the address provided by the parent/legal guardian is incorrect, or was fraudulently reported, every effort must be made to ascertain the correct information. School staff have the right and obligation to conduct a thorough and comprehensive



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investigation so that the school principal can take appropriate action. Such an investigation shall include:

- 1) Mail a letter requesting residency verification to the current and previous address "Do Not Forward. Address Correction Requested" will automatically appear on the envelope from the LAUSD Mail Unit.
 - 2) Initiate a home visit by the school's PSA Counselor or other designated staff to establish residency at the current and previous addresses.
 - 3) Search ISIS to locate siblings and review their residences.
 - 4) Contact CAL Works, DCFS and DPSS, Probation Department, for family residence information.
 - 5) Interview students for residence information
- b. Protocols for Students Who Reside Outside School Boundaries:
- 1) Contact the school Pupil Service and Attendance Counselor (or other certificated school-site employee designated by the principal) or the local district PSA Coordinator for assistance.
 - 2) If, within the first three weeks of the semester, the student changes his or her place of residence (outside of the school boundaries, but within LAUSD jurisdiction) the student may be checked out to the new school of residence. If the student has been attending for four weeks or more, the student will be issued a Continuing Enrollment Permit until the end of the semester or school year and will then be transferred to the new school of residence.
 - 3) When the student's correct address is unknown, create a file so that a referral can be initiated with the Local District Office of Pupil Services and Attendance in the event the student's address becomes known.
 - 4) Attempt to work with the parent/guardian to effect a resolution that results in the least disruption of the student's academic program.
 - 5) If the parent requests and the principal agrees to allow the student to remain at the LAUSD school, the student may only do so if he or she obtains an Inter-District Permit. (See Bulletin Z-5 Rev. Permits and Student Transfers in Elementary and Secondary Schools, SHHS February 18, 2003.)
 - 6) If the student has been transferred to a new school and does not arrive at the new school of residence and the



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student's records are not requested, the student becomes an "L8" and is added to the school's dropout data and reports.

- 7) If, due to school error, the school enrolls a student using an address that is not within the boundaries of the school the student will be issued a Continuing Enrollment Permit and allowed to remain in attendance until the end of the semester.
- 8) If it is determined that the student resides outside of LAUSD's jurisdiction, the parent/legal guardian will be asked in writing, to withdraw the student from the school and enroll the student in the school district in which the parent/legal guardian resides. If the parent refuses to withdraw the student, the school shall:
 - Notify the parent in writing that he or she is in violation of compulsory attendance law (EC 48200) and that the school will pursue appropriate legal action with regard to the student's school placement
 - Forward a written referral to the Director of Child Welfare and Attendance of the school district of residence (if known)
 - Report the violation to the appropriate District or City Attorney's office
 - Contact the LAUSD Director of Pupil Services, or the Office of General Counsel for additional assistance as necessary
 - The student shall be allowed to remain in attendance pending the parent/legal guardian's enrollment of the student in the district/school of residence or until the residency matter is resolved legally.
- 9) If the residence information is false and the student is no longer in attendance, the school administrator must use every due diligence to exhaust all investigative procedures outlined above in Section V.A.4.a, *before* a determination to withdraw the student can be made. If, after the exercise of due diligence and in consultation with the local district Pupil Services and Attendance Coordinator and other appropriate school officials (e.g., Director of Pupil Services, Office of General Counsel staff) it is determined that withdrawal of the student is appropriate, the school administrator may designate the student an "L-8 – Whereabouts Unknown".



B. Enrollment Procedures.

Enrollment defined: The process of registering (acceptance of all necessary documentation), assigning classes and confirming the student's enrollment into each assigned class. and actual enrollment of the student.

A Pupil Accounting Report (PAR) is the official document issued by all schools within LAUSD to enter (enroll) or exit (withdraw) students from one educational program and enter them into another. If a student is transferring between schools, they must have a PAR to initiate enrollment. In these cases the PAR will be used to establish much of the needed student information. The following are the steps by which enrollment is completed:

1. Request, accept and review the PAR for students entering from another LAUSD school.
2. Establish Parent/Legal Guardian Identity.
Identification of student's parents or legal guardians or caregiver (foster parents, group homes, etc.) is established with:
 - a. A birth certificate and state identification (Driver's License, Department of Motor Vehicles [DMV] Identification Card or Passport).
 - b. A baptismal certificate and a state identification.
 - c. If the parent does not have any legal identification, the parent must complete an "Affidavit of Parent/Guardian Identification" (*Appendix F*) the completed affidavit is to be kept in the student's cumulative record.
 - d. Caregiver Affidavit (*See Appendix D, above*)
 - e. A court order establishing the parenting relationship.
3. Determine grade placement
 - a. Review the PAR, report card, transcript, or Secondary Student Information System (SSIS) TR 51 for records copied using the TR 31 program.
 - b. Contact the last school of enrollment.
 - c. Information regarding grade placement may be found on the LAUSD website in "Inside LAUSD" under "Quick Links" – "The Chronological Age Calculator."
4. Determine student's permit status, if applicable
 - a. Opportunity Transfer
 - b. Inter-district Permit
 - c. Parent Employment-Related Transfer
 - d. Open Enrollment Transfer
 - e. Other permits (Bulletin Z-5 (Rev.), "Permits and Student Transfers in Elementary and Secondary Schools," Student Health and Human Services, February 18, 2003).



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5. Provide parents/legal guardians with the following registration forms to be completed:
 - a. District Enrollment Form (Form 34-E-20)
 - b. Emergency Card (Form 34-EH-12) (with at least two working telephone numbers)
 - c. Temporary Health Card (Form 34-EH-27), if student is new to the LAUSD
 - d. Pupil Immunization History
 - e. Meal Application
 - f. Student Residency Questionnaire (Memorandum No. Z-22 "New Federal Mandates That Affect the District's Homeless Policy, June 3, 2002, Attachment A)
 - g. Migrant Education Program Questionnaire
 - h. Parent Education Letter regarding parent education level
6. Provide parents/legal guardians and students with the following:
 - a. Parent/Student Handbook
 - b. School rules, behavior standards, policies, a school map including where restrooms are located, bell schedules, pedestrian routes, etc.)
 - c. District and school attendance policy and procedures related to absences, tardiness and truancy.
 - d. Information regarding the school's use of computerized telephone dialers.
 - e. Federal and State Laws Affecting Family Educational Rights and Privacy Act (FERPA)
 - f. "Are You Puzzled by Your Child's Special Needs?" Special Education Services Information for Parents
 - g. Student insurance and accident brochures.
 - h. Textbook Responsibility Letter
7. If the student enrolls late in the semester, the school administrator must ensure that the parent/legal guardian and student receive all of the information listed in #5 and #6 above.
8. Enrollment is completed only when:
 - a. All registration forms have been completed.
 - b. The student has been assigned to a classroom (Elementary), assigned a schedule of classes (ISIS) or homeroom/record room and to a program of classes (SSIS).
 - c. The teacher of the class has recorded the student's name in his or her register/roll book/temporary roll sheet/ attendance roster. (Elementary)
 - d. The register-carrying, or each roll book-carrying teacher has entered the student's name in the register or roll book after the student has entered the classroom. Enrollment is not complete until the student has attended all his or her



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- programmed classes. (Secondary)
- e. Enrollment does not carry over from year to year. Every student must be entered (E'd) in on the first day of attendance every school year. Students who were enrolled or pre-registered at the end of the previous school year, but have not been in attendance during the present year are *not* enrolled. They are in fact a part of the school's drop out data.
- 9. In Secondary school, enrollment carries over in annual classes from Fall semester to Spring semester.
- 10. In Secondary schools, Record Room enrollment does not carry over from semester to semester.
- 11. Enrollment procedures will be addressed in a supplemental bulletin when "Single Contact Full Family Enrollment" is implemented in the Integrated Student information System (ISIS).

C. **Special Enrollment Issues**

There may be unique enrollment procedures for the following categories of students.

1. Kindergarten: Not subject to compulsory attendance law until 6 years of age. Kindergarten students are not eligible to enroll unless they are 5 by December 2nd of that school year.
2. Camp Returnees: Must be enrolled with appropriate documentation, including grades releasing them from the juvenile detention facility.
3. Homeless Students: Must be enrolled immediately. They may remain in attendance even if they do not have an address within the boundaries of the school of attendance.
4. Pregnant and Parenting Students: Pregnancy in and of itself does not exempt a student from compulsory school attendance. Pregnant students have the right to remain in their current school of attendance, or may, per the student's request, be referred to an Options Program.
5. Students in "out of home" care facilities: Enroll immediately upon notification of student's residence status.
6. Students on Permit: Must have current, valid permit.
7. Magnet and Permits With Transportation (PWT): Enrollment is limited to students residing within LAUSD Boundaries. Refer to annual "Choices" Brochure, created and administered by the Office of Student Integration Services.
8. Foreign Students: May only be registered through the Permits and Student Transfers Office.
9. Married Minors: Marriage in and of itself does not exempt a student from compulsory school attendance. Follow standard enrollment procedures.



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10. Emancipated Minors: Although emancipation does allow minors to be considered adults for many purposes, it does not exempt them from compulsory school attendance
11. Eighteen (18+) Year Old Students may:
 - Establish their own residences
 - Provide their own absence excuses
 - Sign their own report cards
 - Remain in attendance at regular comprehensive high school.
 - Elect to attend adult school or college classes regardless of where they reside
 - Elect to enroll at Regional Occupational Centers regardless of where they reside
 - For additional information regarding the attendance of students 18 years and older, see Student Attendance Policy Bulletin No. 1287, October 26, 2004.

D. **Record of Enrollment and Withdrawal**

School staff shall use the following procedures when recording enrollment and withdrawal data. *See Appendix G for School Entrance Symbols and Appendix H for School Withdrawal Symbols.*

1. An "E" (indicating enrollment) or an "L" (indicating leaving or withdrawal) shall be placed in the appropriate date box both in the Register and on the Attendance Record Card for each enrolling or withdrawing student with a line through non-enrolled days.
2. The names of enrolling or withdrawing students shall be entered on the Daily Registration and Release Record Form and recorded in the "E" and "L" Book.
 - a. Names of *non* E1 students who arrive *at any time* during the school year shall be recorded in the E and L Book.
 - b. Names of E1 students who arrive *during the first week* of the school year need not be recorded in the E and L Book.
3. Names of students transferring between register-carrying teachers or to independent study shall be placed in the E and L Book and also, as appropriate (i.e., E or L) in each Register.
4. A Notice of Entrance and Withdrawal shall be:
 - a. Completed for each enrolling or withdrawing student whose name is to be placed in the Record of Entrance and Withdrawal (E and L Book).
 - b. Sent to the Register-carrying teacher with the enrolling student who will also take to that teacher his/her Attendance Record Card.
 - c. The Register-carrying teacher shall clip the "Notice of Entrance and Withdrawal" to the Register. The original copy is to be kept in the office for the month end Statistical



and Classification reports.

- d. The copies of the "Notice of Entrance and Withdrawal" will be removed from the Register and filed at the end of each month.

E. Student Emergency Information

For the protection of the student's health and welfare, and to facilitate immediate communication with the parent/legal guardian or caregiver, the LAUSD, in accordance with EC 49408, requires the parent/legal guardian to provide current emergency information on an official Emergency Card (Form 34-EH-12) at the school site. Schools should use the following guidelines for collecting and maintaining emergency information:

1. The school must provide the emergency card for parent/guardian or caregiver completion.
2. Every parent/ legal guardian or caregiver must complete an Emergency Card for each student at the time of enrollment.
3. Emergency information should include, but is not limited to the following:
 - Home address and current telephone, including cell phone
 - Employment/business addresses and phone numbers
 - Relative/friend's name, address, and telephone numbers authorized to pick up and care for the student in an emergency situation, if the parent/legal guardian cannot be reached. Students will not be released to anyone not listed on the emergency card unless the parent/legal guardian has provided written authorization on a case by case basis.
4. Anyone wishing to remove a student from school shall be asked to produce a valid photo identification, or must be known to the student or school staff.
5. Each semester, the school shall inform parents and guardians in writing of their responsibility to inform the school of changes of address, telephone numbers, or other pertinent emergency information.
6. Reminders to parent/legal guardians of their responsibility to provide updated emergency information should be incorporated in school newsletters, monthly bulletins, etc.
7. A list of students for whom there are no completed emergency cards on file shall be established. An intensive effort shall be made to secure completed cards for all students, This effort shall include, but is not limited to:
 - Calling the home
 - Sending another emergency card home with the student



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- Mailing a card home with “Do Not Forward” instructions
 - Referral to the Dean, Counselor, site based PSA Counselor or other principal’s designee for follow up
8. School site Attendance Improvement Plans will incorporate strategies to obtain missing emergency cards and/or data.
 9. All emergency information shall be entered immediately into the appropriate student information system within five school days from collection.

VI. DEFINITIONS, VERIFICATION AND ATTENDANCE RECORDING

A. Definitions

1. Absence

Absences are defined as either excused or unexcused. In either case, when a student is absent from school, they miss valuable instructional time and the district earns no revenue. California Education Code 48205 provides that a student *shall be excused* from school when the absence is due to:

- Illness
- Quarantine
- Medical, dental, optometric, or chiropractic services
- Attending the funeral of an immediate family member e.g. mother, father, grandmother, grandfather, brother, sister, or any relative living in the immediate household of the student. (one day within the state, three days outside the state).
- Jury duty
- Illness or medical treatment of a child of whom the student is the custodial parent
- Serving as a precinct member for an election
- Justifiable personal reasons when the pupil’s absence has been requested in writing by the parent **and** approved by the principal or designee. Absences that fall into this category include, but are not limited to, an appearance in court, attendance at a funeral service, observance of religious holiday or ceremony, or attendance at an employment conference

2. Unexcused Absence

Any absence for reasons other than those listed above is not excused.

3. Tardy

- a. A student is marked tardy, when the student is not in his/her seat when the tardy bell rings, signaling the time class is to begin.
- b. For students who begin the class period outside the



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classroom (e.g. on the schoolyard, in an assembly in the auditorium), the school principal shall set clear guidelines defining the exact time a student will be marked tardy.

- c. Tardies are marked as excused or unexcused for the same reasons as absences listed above.

4. **Truancy**

A student who is absent without valid excuse three full days in one school year or is tardy or absent for more than any 30-minute period during the school day without valid excuse on three occasions in one school year, or any combination thereof (EC 48260) is a truant.

5. **Habitual Truancy:**

A pupil 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 the pupil's parent or guardian and the pupil himself, is an habitual truant (EC 48262).

B. **Absence Verification**

1. The reason(s) for an absence may be submitted only by a parent, legal guardian, or caretaker in a written note, at a conference, by a telephone message noted on a Telephone Log, during a home visit, or by personal knowledge (e.g., medical exclusion by the nurse). Students or adults who do not have educational rights may not submit absence notes.
2. Any of the following persons, upon learning the reason(s) for a student's absence from a parent or legal guardian, may verify the validity of an absence excuse
 - Public Health Nurse
 - An attendance supervisor (e.g. Pupil Services and Attendance (PSA) Counselor)
 - A physician
 - A principal
 - A teacher
 - Any other qualified employee of a school district or of a county superintendent of schools' office assigned to make such verification.
3. Any person authorized to verify absence excuses may, when presented facts that call into question the veracity of the excuse, request additional information in support of the absence excuse, and/or may refuse to excuse the absence.



C. Record Keeping Practices

Each school shall adopt the following record keeping practices to ensure accurate collection and maintenance of student attendance data:

- Manual record keeping (Elementary)
- Students who *attend school any part of the school day* are marked “in attendance” and will generate state revenues.
- All secondary schools will convert their attendance record keeping to an electronic system via ISIS. Such schools will be required to report attendance period-by-period. Teachers will be required to use the web based software to report attendance during every class period. See Board Resolution, “District Student Attendance Policy,” passed July 13, 2004.
- Students whose attendance is recorded by clock hours shall continue to be reported pursuant to CCR, Title 5, Section 406 (e.g. Continuation, Regional Occupational Centers (ROC), Minimum Day, etc.)

D. Mandated Notifications

Pursuant to EC 48260.5 schools shall notify parent or legal guardian by mail of the student’s classification as a truant. Parent Notification Letters will be generated as follows

1. Elementary and secondary schools not currently implementing ISIS will utilize the notifications for Absence, Tardiness and Truancy located in the Appendix:
 - First Initial Truancy Notification (*Appendix I-1*)
 - Second Truancy Notification Letter with Parent Conference Request (*Appendix I-2*)
 - Third Truancy Notification Letter with Referral to PSA Reclassification: Habitual Truant (*Appendix I-3*)
2. Schools shall also send the following attendance/absence notifications to parents:
 - Excessive Absence Notification Letters (*Appendix J*)
 - 1st-3rd Tardy Notification Letters (*Appendix K-1 through K-3*)
 - Additional Attendance Letters (*Appendix L-1 through L-7*) which may be programmed into current SIS for secondary schools, but would have to be manually produced for all others.
3. For audit purposes, schools that manually produce letters must maintain a hard copy of the notifications for three years. Schools capable of automatically generated notifications will keep a log of the notifications with mailing dates included.



VII. PROCEDURES FOR REPORTING ATTENDANCE, ENROLLMENT AND
WITHDRAWAL

A. **Attendance Recording - Elementary School**

1. The principal is ultimately responsible for the accuracy and monitoring of attendance records.
2. Primary documents for elementary school attendance are Registers and Attendance Record Cards.
3. The Register:
 - a. Documents a student's presence in school for ADA purposes. Each student shall be accounted for at one daily attendance recording/reporting time and his/her name shall be on only one Register. The names shall coincide with names and the count submitted on monthly Classification Reports.
 - b. Absences shall be recorded in the Register monthly in black or blue ink only, by the teacher or by office staff designated by the principal. The office staff will record attendance information transferred from the Attendance Record Cards.
 - c. Teachers shall sign their Register monthly to certify that the attendance records are accurate.
 - d. The office staff designated by the principal shall certify that the attendance records are accurate to the best of their knowledge by signing the Registers under the teacher's signature.
 - e. Temporary roll sheets may be used at the beginning of each semester at the option of the principal.
 - f. After Registers are issued, all information on the temporary roll sheets shall be transferred to the Register, and the temporary roll sheets shall be stapled to the inside of the Register
 - g. Registers shall contain no marks for tardiness.
 - h. Registers shall remain legible; therefore, no "white-out" is allowed. Errors shall be corrected with a slash and initialed which does not make the original entries unreadable.
 - i. Office staff shall check computations made by the teachers or perform the computations in the office.
4. The Attendance Record Card
 - a. Documents a student's actual attendance in the classroom for ADA purposes.
 - b. The attendance card is used for emergency situations for the safety of the student; documents absences and tardies with the reasons for absence. This information is also used for counseling and intervention purposes.
 - c. Each Register-carrying teacher shall be responsible for



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- attendance-taking for his/her class and shall personally mark and maintain an Attendance Record Card for each student in her/her class.
- d. Each Register-carrying teacher shall be responsible for determining the reasons for all absences.
 - Office or other staff may be designated to assist in the determination of reasons for absence.
 - The teacher, office or other staff shall appropriately mark the back of the Attendance Record Card with sufficient information to aid, if necessary, in counseling or intervention.
 - e. Register-carrying teachers shall send, daily to the main office an envelope containing Attendance Record Cards of *all* students, separating the cards for absent students from those of present students.
 - f. The School Safety Plan shall designate the process and person whose responsibility it is in times of emergency to have knowledge of each student's whereabouts.
5. Use of Authorized Symbols (*Appendix M*)
Authorized symbols shall be marked on Attendance Record Cards (Current Elementary Attendance Cards are available for purchase through the District's Warehouse.)
- a. When a student is present, attendance cards remain unmarked.
 - b. An uncircled "100" for all absent students, unless and until verified as listed below.
 - c. A "T" for tardy students. Record the number of minutes tardy, e.g. T25.
 - d. A circled "100" for verified excused absences.
 - e. An uncircled "100" with a small "3" over the "100" for truancy.
 - f. Place a dot-mark over the "100" on the attendance card when a note or verbal explanation is given.
 - g. Notes shall be accepted only from the parent/guardian or caretaker.
 - h. The back side of the Attendance Record Cards shall be properly and completely documented. (i.e., for every "100" on the front, there must be an explanation on the back.)
6. When attempts to contact the parent for explanation of absence fail, the teacher shall send to the parent the Absence Note Form number 966-12-26173.

B. Attendance Recording-Secondary Schools

1. The principal is ultimately responsible for:



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- a. The accuracy and monitoring of attendance records.
 - b. Ensuring that the use of the automated telephone dialer to telephone the contact numbers for absent students daily is top priority within the school.
 - c. Implementing period-by-period attendance and the ISIS system.
2. When schools implement ISIS, period-by-period attendance will be required for secondary schools.
Teachers will be *required* to use the web-based software to report attendance during *every* class period. See Board Resolution, "District Student Attendance Policy," passed July 13, 2004.
3. Primary documents for secondary school attendance are the roll book, the Computer Roster, the Permit to Re-enter Class (PRC), and the Attendance Record (AT10).
 - a. Roll book
 - 1) Every teacher shall keep attendance in a roll book in every class.
 - 2) The roll book stays in the possession of the teacher.
 - 3) When ISIS is implemented no teacher roll book will be required for attendance. The roll book will be replaced by the signed and dated Teacher Sign Off Report.
 - 4) Teacher Sign Off Report shall be printed for each period a teacher takes attendance. These reports are to be distributed to the teachers by the next school day after the school week ends. Teachers shall review, edit, sign, and date the report on the distribution day, to verify attendance has been taken and is correct. If the teacher is absent on that day, the report shall be signed and dated by the Principal. The teacher shall sign and verify the same report after returning from absence. Manual rosters used by substitutes and other personnel must also be signed, dated and retained in the same manner.
 - 5) The roll book documents a student's attendance in each class. One of the following roll books shall be used:
 - Traditional roll book (District roll book with buff-colored cover).
 - District Physical Education (PE) roll book (for Physical Education teachers only). Only PE teachers may use the PE roll book for homeroom/record room.
 - Roll book rosters generated by the SIS computer.
 - District Electronic roll book.
 - 6) Only standard attendance symbols (*See Appendix M*)



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- are to be entered on the attendance section of roll books and on the computer rosters.
- 7) Teachers shall enter in their roll books and on their computer rosters the dates designated by the attendance office as the students' "E" and "L" codes and absences.
 - 8) Teachers shall sign their roll book at the end of each semester to certify that the attendance records are accurate.
 - 9) Attendance shall be recorded only by the teacher or substitute teacher (not by teacher aides, students, or any non-certificated person).
 - 10) Temporary roll sheets may be used at the beginning of each semester at the option of the principal.
 - 11) After roll books are issued all information on the temporary roll sheet shall be transferred into the roll book, and the temporary roll sheet shall be stapled to the inside of the roll book.
- b. Computer Roster (Pre-ISIS)
- 1) The roster is placed in each homeroom/record room teacher's mailbox daily.
 - 2) The teacher marks attendance on the roster during homeroom/record room, then sends the roster daily from homeroom/record room to the attendance office.
 - 3) For schools with period-by-period attendance, this roster travels from each class period to the attendance office.
 - 4) Attendance information is read from the rosters and entered into the computer by attendance staff. Then, the rosters are returned to the homeroom/record room teacher's mailbox at the end of the school day in preparation for the following day.
- c. Permit to Re-enter Class (PRC) (*Appendix N*)
- When schools implement ISIS, they may elect to discontinue the use of the PRC. If the school does not use PRCs, the Attendance officer must record the reason for the absence at the beginning of the school day, for each returning student. This will provide teacher access to the absence code in ISIS.
- 1) A Permit to Re-enter Class (PRC) is the required student pass to return to homeroom/record room and to each class period for full day and partial absences.
 - 2) Teachers shall *only* readmit to their classroom a student who has a stamped, completed PRC from the Attendance Office.
 - 3) Teachers shall sign the PRC at the time of re-



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- admittance and document the reasons for the absence in the roll book, using the numbers/letters on the PRC.
- d. Attendance Record (AT10)
This electronic record documents the in-seat attendance of a student and the reasons for absence from school.
 - e. Attendance revisions: Every teacher shall:
 - 1) Review and update the attendance record whenever a student marked absent arrives tardy.
 - 2) Make a notation on the records of the student's who are tardy in excess of 30 minutes.
 - 3) Provide accurate attendance information to the attendance office. In order to properly notify parents and complete daily record keeping, **all corrections must be reported to the attendance administrator or office no later than 30 minutes after the close of the school day. Teachers should not change attendance in ISIS 30 minutes after the school day ends. All changes after that time shall be made by the Attendance office.**
4. Attendance office personnel shall:
- a. Record absences, using reasons as authorized (*See Appendix M*)
 - b. Record absences using authorized symbols (*See Appendix M*)
 - c. Distribute the PRC (until the ISIS is implemented at the school-site):
 - 1) Give the yellow copy of PRC to the student.
 - 2) Staple the white copy to the verification documentation.
 - 3) File the PRC and notes in alphabetical order by student name in the Attendance Office
 - 4) ISIS schools electing not to use the PRC must retain student absence notes with the student name, date of birth, dates of absence and reason codes. Notes shall be stored in alphabetical order by student name in the Attendance Office.
 - d. Check at the time the PRC is completed to ensure that the absence date(s) accurately cover all of the dates of absence.
 - e. Attempt to contact parents by phone and/or request that students bring in written verification to the attendance office to resolve all unverified absences before the monthly statistical report is submitted.
 - f. Issue the student an amended PRC to clear with his or her teachers when information is received from a parent or guardian explaining the reason for the absence.



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- g. Teachers are to amend the attendance marked in the roll book so that the roster, roll book and AT10 reflect the same information for audit purposes.
 - h. Teachers record all withdrawal of students from homeroom/record room as follows:
 - 1) Place an "L" code on the withdrawal date on the class roster, and sign the student's "check out" card when the student is involved in the checkout.
 - 2) Teachers of students who have been withdrawn through Electronic Clearance Card with place an "L" date on the withdrawal date of roster and roll book.
 - i. Attendance Office staff will record the withdrawal information on the computer roster for the teacher and in ISIS for withdrawal of students who do not participate in the withdrawal.
- 5. Student Enrollment Lists/Verification Rosters
 - a. A student enrollment list/verification roster shall be completed at every secondary school every Norm Day, reflecting Norm Day enrollment.
 - 1) Each verification roster shall contain the names of all (active and inactive) enrolled students as of Norm Day.
 - 2) Inactive students must be so identified with a written "I."
 - 3) The names of students who were withdrawn or changed from homeroom/record room before Norm Day shall be clearly indicated, as shall the date that the student class change or withdrawal occurred.
 - 4) The computation line shall be completed by the homeroom/record room teacher or by the office. The teacher shall sign and date the student enrollment list/verification roster.
 - b. Each homeroom/record room teacher must sign his or her own verification roster.
 - 1) If the homeroom/record room teacher is absent on Norm Day, an administrator may sign the verification roster after confirming its accuracy.
 - 2) If an administrator signed the verification roster for an absent teacher, that teacher must validate and sign the verification roster, under the administrator's signature on the first day of his or her return.
 - c. Corrections shall be made, and initialed, only by the person signing the verification roster.



C. Attendance Recording-Continuation Schools

1. Continuation Education Schools use positive hourly attendance accounting for recording of attendance.
 - a. Actual attendance is recorded only in full hours for purposes of calculating apportionment credit.
 - b. LAUSD requires at least 250 minutes of attendance each day, however, for apportionment purposes, no student shall be credited with more than 15 hours of attendance per school week.
 - c. Those school weeks having holidays or other non-school days shall be proportionately reduced from the state mandate of 15 hours (subtract three hours for each day) pursuant to Educational Code 46170.
2. Surplus hours may be generated for a pupil in any one week to increase the hours where less than 15 hours were earned in a previous week within the same school month. *Remember there is a 15 hour/week per 5-day school week, 3 hours per day maximum credit.*
 - a. The law permits retroactively applying attendance credit to a week since the pupil's first day of enrollment in the current year. However, schools must limit applying attendance credit to a week within the monthly statistical report until such time the school is reporting attendance on the Integrated Student Information System (ISIS).
 - b. Surplus hours cannot be applied to future absences. Surplus hours shall not be banked.
 - c. A clear audit trail must exist in the attendance system that clearly "links" the surplus hours earned in one week to the week (days) being retroactively credited.
3. Passing time is allowed for departmentalized settings, not to exceed "reasonable and necessary" or 10 minutes, whichever is the least.
4. Continuation Schools will also be included in the training for ISIS implementation.

D. Miscellaneous Reporting Procedures (Mass Absences)

Mass Absences may result from some event which causes a large percentage of the student body to be absent simultaneously (e.g. emergency school closure due to bomb threat, flooding, etc.)

1. Students may be readmitted through homerooms/record rooms following mass absences.
2. If a mass absence is the consequence of a natural disaster or school-site emergency and the resulting absence is greater than 10% of the student enrollment, inform the Pupil Statistics Office.



VIII. EXTENDED ABSENCE, INACTIVE STATUS AND INTERVENTIONS

- A. **An *extended absence* is any absence in excess of three consecutive days. The Secondary SIS system will automatically generate an “extended absence” list for students who are absent in excess of 3, 5, 7 and 9 days.**
- B. **Students who have extended absences are potential dropouts and severely at-risk. Schools must investigate and handle these students as follows:**
1. Attempt to verify whereabouts in accordance with the procedures set forth above in Section V. A., subsection 4.a.
 2. Refer the case to the Pupil Services and Attendance Counselor, Elementary Counselor, Early Behavior Intervention Counselor, Grade Level/Track Counselor, APSSS, Dean or other appropriate professional .
 3. Provide the student with all available educational options offered in the local district and the District at large.
 4. Consider all applicable attendance interventions including referral to SARB.
 5. Work collaboratively with the student, parent/legal guardian and school officials to ensure student attendance and to develop the appropriate educational program.
 6. The student or parent /legal guardian of a student 17 years of age or younger in consultation with the school counselor, PSA Counselor or other school administrator may request to be withdrawn from the regular comprehensive program and enrolled in an alternative education program such as continuation school.
- C. **Inactive Status**
1. The SIS system automatically converts the status of a student on extended absence to inactive” on the 11th consecutive day of an unverified absence. Students in inactive status are no longer a part of the school’s norm count. Schools shall make every effort to locate and return these to student’s to active status.
 2. Any student who becomes inactive will be returned to active status once the reason for the absence is determined and the student’s attendance is changed in the SIS system. (All “U”s must be changed to reflect the appropriate absence code 1, 2, or 3.) The reason for the absence will determine additional services that will be offered to the student and parent/legal guardian by the school.
 3. Inactively enrolled students remain in that status until the end



of the school year unless one of the following occurs:

- a. The student returns to school.
- b. The student formally withdraws from school.
- c. The student is verified as an "L8 Whereabouts Unknown" (*See Section V.A., subsection 4.b.9*) No student shall be withdrawn in absentia unless there is a thorough and complete investigation, resulting in documented verification that the student cannot be located.
- d. No student shall be automatically withdrawn because they are eighteen years of age or older.

D. Extended Vacation, Emergencies and Other Personal Necessity Absences

1. While parents should be discouraged from allowing their children to take extended vacations or leaves of absence, there are circumstances in which a school principal may authorize or approve such time off. (*See above, Section VI.A., subsection 1.*)
2. Administrators wishing to allow students an opportunity to make up an absence due to an emergency or personal necessity should refer to Bulletin M 128 for guidelines. Schools can offer:
 - a. an In-School Independent Study Program
 - b. homework or study assignments and/or
 - c. other appropriate arrangements
3. If the extended absence is unauthorized (i.e., not approved by the school principal), the absence will be documented as **unexcused** and counted to establish truancy. If the extended absence is approved by the principal, it will be documented as **excused**.

E. Habitual Truancy Interventions

1. Once the parent receives the first mandatory truancy notification, the student's attendance shall be monitored and if the student continues to be absent without valid excuse, further truancy will be documented. A parent conference will be requested, and if the truancy continues, the student will be reclassified as a Habitual Truant and will be subject to the following interventions: (*See Appendices I-1, I-2 and I-3.*)
 - a. Habitual truants may be referred to their local district School Attendance Review Board (SARB). (*Appendix O : Fourth Truancy Letter with referral to the School Attendance Review Board*)
 - b. If, after a School Attendance Board (SARB) hearing, the student does not attend school on a regular basis; the



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SARB may refer the pupil's case to the District Attorney's Mediation Program. While awaiting a response from the juvenile justice system, it is recommended that the student *not* be removed from his or her current educational placement. A "stay put" order will go into effect at the student's school of attendance.

- c. If, after the pupil and his or her parent have attended an Abolish Chronic Truancy (ACT) program parent meeting, held by the District Attorney, or an Operation Bright Future (OBF) program general assembly, held by the City Attorney, the pupil continues to be truant from school, the school-site School Attendance Review Team (SART) or the School Attendance Review Board (SARB) may mandate that the student is required to have any future illness absences verified by a school nurse or a medical doctor. If mandated by the SARB or SART, an absence without a medical verification will be marked as truancy.
 - d. Students who have not complied with the ACT or OBF contracts may be referred to the School Attendance Review Board (SARB).
 - e. Students who have not complied with the SARB recommendations or with the District or City Attorney hearings may be referred to juvenile court.
 - f. A judge may adjudicate the student as a ward of the court and find the parents as guilty of an infraction under EC 48200 and 48450. Parents may also be cited for a misdemeanor under Penal Code 272.
 - g. The school will receive a sticker that is to be placed on the Cumulative Record of the Students who have been referred to SARB, the DA's ACT Program or the CA's OBF Program.
 - h. The school will make a notation on the back of the Elementary Attendance Card of those students who have been referred to SARB.
2. Documentation of truancy must be maintained by the school for audit purposes for three years. Schools with access to ISIS can generate logs verifying the students to whom the truancy notifications are sent. Schools currently without SIS access must keep hard copies of the notifications, alphabetically in a binder in the Attendance Office, labeled by year.

F. Parent and Special Withdrawal Cases/Issues

1. Parent Withdrawal

A student may be withdrawn from his or her school of residence if



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the parent/legal guardian has information verifying another residence address (same documents as required for enrollment) or by completing and signing The Parent Assurance *Letter (Appendix P)* when the address is unknown.

2. Home Schooling

Home schooling is not authorized in the state of California. There are three choices available to parents who want to provide a setting other than a public school classroom.

- a. Provide private tutoring by any person, including a parent, who has a valid California teaching credential for the grade level being taught.
- b. Enroll student in a private full-time day school.
- c. Enroll student in a recognized independent study program.
- d. For further clarification, call the Permits and Student Transfer Office, at (213) 745-1960.

3. Medical Exclusion (See Bulletin Z-23, "Student Medical Exemption and Exclusion Policy and Procedures," Student Health and Human Services, September 3, 2002)

G. Entertainment Industry

1. A pupil who holds a work permit to work for a period of not more than five consecutive days in the entertainment or allied industries shall be excused from school during the period that the pupil is so working, up to five times per school year.
2. Students who have longer absences must receive instruction from a studio teacher.
3. Students may be assigned to site-based independent study, at the discretion of the school principal. (Please refer to Bulletin M-128 for Independent Study Guidelines.)

Note: For more complete information, call the Office of the General Counsel at (213) 241-7600.

IX. RELATIONSHIP OF ATTENDANCE TO MARKING

- A. Daily classroom activities are customarily the most vital and significant aspect of the instructional program. Therefore, significant absences as well as habitual and prolonged tardies may result in an absence of learning and a corresponding diminution in the grade assigned.
- B. However, schools may not use attendance, work habits, and cooperation as a part of any rigid formula for assigning grades (e.g. a set number of tardies or absences are not to result in the automatic lowering of a grade or loss of class credit).



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- C. Teachers may consider attendance, including tardies, in grading class work habits.
- D. Teacher classroom course requirements and marking criteria shall be consistent with school and District policies and curriculum. Teachers shall advise their students on course requirements and marking criteria at the beginning of each semester, including the opportunity to complete missed classroom work, homework, or test. (See Bulletin 1353, "Marking Practices and Procedures in Secondary Schools", Office of Instruction, October 25, 2004.)

X. MAKEUP ASSIGNMENTS FOR SCHOOL ABSENCES

- A. Schools shall follow the following procedures for assigning work to students who have been absent.
 - 1. Students with any excused absences shall be given the opportunity to complete missed classroom work, homework, or tests with other equivalent assignments and must be given credit equal to what they would have received on the original assignment or test for the same quality of work.
 - 2. Students who are absent without valid excuse need not be given the opportunity to complete classroom work, homework, or tests missed. However, in the interest of student learning, teachers should give the student the opportunity to make up work.
 - 3. The tests and the assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments which the student missed during the absence.
- B. School administrators and teachers should review the following bulletins when making decisions about the assignment of makeup work.
 - 1. Bulletin M-22 (Rev.), "Homework and Makeup Assignments for School Absences in Grades K-12," Office of the Deputy Superintendent, Instructional Services, January 28, 2002.
 - 2. Bulletin 787, "Guidelines for School Enrollment of Students in Out-of-Home Care," Student Health and Human Services, July 1, 2004).
 - 3. Bulletin 1353, "Marking Practices and Procedures in Secondary Schools," Office of Instruction, October 25, 2004.

XI. COLLECTION OF STUDENT DROPOUT DATA

A. **Dropout Re-Defined**

The definition of dropout in the National Center for Education Statistics



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(NCES) Common Core of Data (CCD) survey is based on a snapshot count of students at the beginning of the school year. Beginning in 2002, the California Department of Education (CDE) adopted the NCES definition of dropout. Therefore, the CDE now defines a dropout as a student who:

1. Did not begin attending the next grade (7, 8, 9, 10, 11, or 12) in the school to which he or she was assigned or at which he or she had pre-registered and/or was expected to enroll/attend by e.g., Norm Day, 2003 (i.e., no-show students).
2. Was enrolled in grade 7, 8, 9, 10, 11, or 12 at some time during the previous school year (2002-2003) **but** has not returned to school as of e.g., Norm Day, 2004.
3. The concept of 45-consecutive-days is no longer relevant in the definition of school dropout.
4. Students who are checked out of school, withdrawn L8, dropped unknown, without subsequent request for records or a Parent Assurance Letter are dropouts.

B. Collection of Dropout Data

Students who withdraw (drop, unknown) without enrolling in another school, increase the District's dropout rate and lower the enrollment of the last school of attendance. The following information should be useful to school administrators with regard to the collection and maintenance of student "dropout" data.

1. Review: Memorandum # Z-74, "Student Dropout Data Collection For Secondary SIS Schools," Student Health and Human Services, February 25, 2003.
2. REF-1284, "Potential Dropout Lists," Planning, Assessment and Research, September 13, 2004.

XII. DOCUMENT RETENTION AND CONFIDENTIALITY

A. Protection of Record Information

All enrollment, attendance, withdrawal, emergency and other records and reports referenced in this bulletin are legal documents. Most are also pupil records. As such, school employees are obligated under federal and state law to maintain these records in a manner that protects and maintains the records' security and confidentiality. For additional information regarding the maintenance and distribution of pupil records, See "Pupil Records: Access, Confidentiality, Notice of Educational Rights," Bulletin No. (*to be determined*)

B. Document Retention and Destruction

All documents shall be retained and stored in a place known to the



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principal and the custodial staff. The documents shall be securely placed, clearly marked with a “destroy date” as appropriate.

C. Source documents affecting attendance records shall be retained as follows:

Source Document	Retention Period (Year=July 1 through June 30)
Apportionment Card - Secondary (manual or computer) <i>(Note: this card will not be included in the new ISIS program)</i>	5 years
Attendance Record Card – Elementary	3 years after conclusion of enrollment
Classification Report	Permanent
Computer Roster and Homeroom Roll Book	5 years
Enrollment Forms	4 years, including 3 years after conclusion of enrollment
Enter/Leave Book	3 years
Exceptions List	1 year
ISIS Attendance Not Submitted Report	5 years
ISIS Uncleared Yesterday/Present Today List	1 year
ISIS Weekly Teacher Verification Report (in lieu of roll book for attendance)	5 years
Master Return List	1 year
No Note List	1 year
Not Processed List	1 year
Parent Assurance Letter	4 years
Elementary Absence Notes	3 years
Permit to Re-enter Class (PRC)* Secondary – White copy with absence notes attached	3 years
Pupil Accounting Report (PAR)	1 year after conclusion of enrollment
Readmit Roster-Secondary	3 years
Register-Elementary	Permanent
Registration Card and/or SIS Information Card – Secondary	3 years
Registration Card-Elementary	Permanent



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Saturday School Attendance Documents	4 years
Self Audit/Corrective Action	1 year
Statistical Report	Permanent
Student Enrollment List	3 years
Student Truancy Notification Letters	3 years

** Note: Some schools using ISIS may elect not to use PRC. These schools must, however, retain student absence notes as described above in this bulletin.*

Schools should discuss strategies and resources for record destruction as the District does not provide this service.

XIII. AUDITS OF STUDENT ATTENDANCE/ENROLLMENT ACCOUNTING

A. Audits

Student enrollment, attendance accounting records and procedures are subject to audit by the District's Internal Audit Branch, Contract Auditors, and State agencies such as the Office of the Auditor General. Therefore, all enrollment and attendance accounting records must be maintained in accordance with District policy to ensure their availability for audits at any time.

B. Self Audits

Schools are encouraged to perform self audits as follows:

- Shall be conducted twice during the school year .
- Errors discovered by the self-audit shall be corrected.
- Documentation of self-audit and corrective action shall be retained for one year.

AUTHORITY: This is a policy of the Superintendent of Schools. The following legal standards are applied to this policy:

- California Education Code 48200 Compulsory Full-Time
- California Education Code 48204 Residence
- Government Code 244 Determination of Place of Residence
- Family Code 6550 Caregivers
- California Education Code 48260 Truant Pupils
- California Education Code 48262 Habitual Truant
- California Education Code 48263 School Attendance Review Board Referral
- California Education Code 48320 School Attendance Review Board: Intent



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and Purpose

- California Code of Regulations, Title 5, Sec. 405 Actual Attendance Counted
- California Education Code 44809 Teacher Responsibility

RELATED RESOURCES:

- Board Resolution, "District Student Attendance Policy," passed July 13, 2004.
- Appendix A: Blue Print for Attendance Improvement
- Appendix B: Mandated Attendance Intervention Protocol Elementary School Level
- Appendix C: Mandated Attendance Intervention Protocol Secondary School Level
- Template for school site attendance plan development (available from your local district PSA Coordinator)
- SIS Newsletter and Release Notes
- For questions pertaining to attendance procedures that have been computerized, refer to the Secondary SIS Newsletter and Release Notes or call the Secondary SIS Helpline at (213) 241-4850.
- All current bulletins, memoranda and attendance materials listed in this bulletin are available at:
 - Inside LAUSD: www.notebook.lausd.net.
 - Pupil Services webpage:
<http://www.notebook.lausd.net/pls/ptl/url/page/CALAUSD/FLDR/ORGANIZATIONS/STUDENT HEALTH AND HUMAN SERVICES>
- ISIS webpage: <http://isis.lausd.net>).

APPENDIX:

- Appendix A-1: Mandated Attendance Intervention Protocol Elementary School Level"
- Appendix A-2: Mandated Attendance Intervention Protocol Secondary School Level
- Appendix A-3: "Blue Print for Attendance Improvement"
- Appendix B-1: Verification of Residence
- Appendix B-2: Affidavit to Verify Residence
- Appendix C: Permits Summary
- Appendix D: Caregiver's Authorization Affidavit
- Appendix E: Affidavit of Temporary Residence
- Appendix F: Affidavit of Parent/Legal Guardian Identification
- Appendix G: School Enrollment Symbols
- Appendix H: School Withdrawal Symbols
- Appendix I-1: 1st Initial Truancy Notification Letter
- Appendix I-2: 2nd Truancy Notification Letter



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- Appendix I-3: 3rd Truancy Notification Letter with Referral to Pupil Services and Attendance (PSA) Counselor (Reclassification: Habitual Truancy)
- Appendix J: Excessive Absence Notification Letter
- Appendix K-1a: 1st Tardy Notification Letter-Secondary
- Appendix K-1b: 1st Tardy Notification Letter - Elementary
- Appendix K-2a: 2nd Tardy Notification Letter - Secondary
- Appendix K-2b: 2nd Tardy Notification Letter – Elementary
- Appendix K-3a: 3rd Tardy Notification Letter – Secondary
- Appendix K-3b: 3rd Tardy Notification Letter - Elementary
- Appendix L-1: Attendance: Not Enrolled/No Show
- Appendix L-2: Attendance Problem: Kindergarten
- Appendix L-3: Attendance Compliance: Kindergarten
- Appendix L-4: Attendance: Kindergarten Failure to Pick Up Child
- Appendix L-5: Attendance: Chronic Absences
- Appendix L-6: Attendance: Moved Out Of Attendance Area
- Appendix L-7: Attendance Policy Letter
- Appendix M: Attendance Symbols
- Appendix N: Permit to Reenter Class (PRC)
- Appendix O: Pre-SARB Notification Letter-Elementary And Secondary
- Appendix P: Parent Assurance Letter

ASSISTANCE: For assistance or further information please contact Hector Madrigal, Director, Pupil Services, at (213) 241-3844 or your local district Pupil Services and Attendance (PSA) Field Coordinator.

Local District	Contact PSA Field Coordinator	Phone Number
1	Cheryl Fayson	213-763-7451 818-997-2539
2	Rosalva Emerick	818-755-5411
3	Pat Burt	323-421-2892
4	Debra Duardo	323-932-2284
5	Maria Luz Marquez	323-224-3377
6	Pat Jimenez	323-560-4293
7	Kimberly West	323-421-2820
8	Nathana Schooler	310-354-3209

For legal assistance, call the Office of the General Counsel, 213-241-7600.

##

Los Angeles Unified School District
MANDATED ATTENDANCE INTERVENTION PROTOCOL
ELEMENTARY SCHOOL LEVEL

NOTE:

1. Each step replicates and builds on previous actions and interventions.
2. Each step must be specifically documented.
3. Each school shall designate a certificated staff member for case management.

**1st- 2nd
Days**

- Designate appropriate staff member(s) to make personal phone calls to parent/guardian when students are absent.
- Document reason(s) for absence and expected date of return on attendance card.
- Utilize auto-dialer, where available.
- Verify accuracy of all contact numbers and update disconnected/ wrong numbers.
- Obtain day-time phone numbers, including cell phones, and e-mail addresses.

**3rd- 4th
Days**

- Encourage classroom teacher to call pupil's home or parent's work phone to inquire about pupil's absence.
- Send e-mail messages to parents, if available and appropriate.
- Consult with school-based PSA Counselor, when available.
- Designate a staff member to be responsible for mailing Initial Truancy Letter #1 to parent/guardian for any unverified or unexcused absences.

**5th
Day**

- Consult with school-based PSA Counselor, when available, regarding appropriateness of home visitation and/or case management.
- Refer to school Attendance Plan for specific strategies on case management.
- Send Truancy Letter #2 and schedule parent/guardian conference to review records and develop intervention plan/contract.

**7th
Day**

- Designate a staff member to review prior absences to determine if pattern exists.
- Designate a staff member to be responsible to establish a log of pupils with excessive absences.
- Follow up with PSA Counselor or other staff member responsible for case management.
- Refer pupil to SST, RCT, SART and/or ACT.*
- Consult with District Attorney's program, where partnership exists.
- Conduct group informational meeting with school staff regarding tracking, monitoring, and case management for these targeted pupils.
- Send Habitual Truancy Re-classification Letter #3

**10th +
Days**

- Refer the family to appropriate social services within the school or the local community.
- Bring student's case to the District Resource Panel. Panel offers additional resources and screens case for SARB.
- Refer the student to the School Attendance Review Board (SARB). Referral must include documentation of all interventions.

*SST Student Success Team
SARB School Attendance Review Board
RCT Resource Coordinating Team
SART School Attendance Review Team
ACT Abolish Chronic Truancy
OBF Operation Bright Future

Los Angeles Unified School District
MANDATED ATTENDANCE INTERVENTION PROTOCOL
 SECONDARY SCHOOL LEVEL

NOTE:

1. Each step replicates, and builds on previous actions and interventions.
2. Each step must be specifically documented.
3. Each school shall designate a certificated staff member for case management.

**1st - 2nd
Days**

- Designate appropriate staff member(s) to make personal phone calls to parent/guardian when students are absent.
- Document reason(s) for absence and expected date of return on Permit to Reenter Class (PRC).
- Utilize auto-dialer, where available.
- Verify accuracy of all contact numbers and update disconnected/wrong numbers.
- Obtain day-time phone numbers, including cell phones, and e-mail addresses.

**3rd - 4th
Days**

- Encourage classroom teacher to call home to inquire about student's absence.
- Send e-mail messages, if available and appropriate, to parent/guardian for any unverified/unexcused absences.
- Consult with school-based PSA Counselor, when available.
- Designate a staff member to be responsible for mailing Initial Truancy Letter #1 to parent/guardian for any unexcused absences.

**5th
Day**

- Consult with school-based PSA Counselor, when available, regarding appropriateness of home visitation and/or case management.
- Refer to school Attendance Plan for specific strategies on case management.
- Designate a staff member to mail Truancy Letter #2 – Conference request and schedule parent/guardian conference to review records and to develop an intervention plan/contract.

9th Day

- Designate a school staff member to review prior absences to discern existing patterns. (AT24).
- Monitor students with excessive absences.
- Follow up with PSA Counselor or other staff member responsible for case management for updated information on case.
- Refer student to SST, RCT, SART, ACT and OBF*.
- Consult with District/City Attorney program staff where partnership exists.
- Conduct group informational meeting with school staff regarding tracking, monitoring, and case management of students with excessive absences.
- Hold evening assembly for parents/guardians of chronically absent students.
- Designate a staff member to mail Habitual Truancy Re-classification Letter #3.

**10th +
Days**

- Refer the family to appropriate school-based and/or social service agencies within the local community.
- Bring student's case to the District Resource Panel. Panel offers additional resources and screens case for SARB.
- Refer the student to School Attendance Review Board (SARB). Referral must include documentation of all interventions.

*SST Student Success Team
 SARB School Attendance Review Board
 RCT Resource Coordinating Team
 SART School Attendance Review Team
 ACT Abolish Chronic Truancy
 OBF Operation Bright Future

LOS ANGELES UNIFIED SCHOOL DISTRICT BLUEPRINT FOR ATTENDANCE IMPROVEMENT

The Law

- ▶ All students between the ages of 6 and 18 must attend school daily. Parents or guardians are responsible for sending their children to school. (E.C. 48200).
- ▶ A student who is absent three full days without a valid excuse, or on three occasions is tardy or absent for more than thirty minutes, or any combination thereof, is a truant. (E.C. 48260)
- ▶ Truancy can lead to severe consequences, including fines and criminal prosecution.

District Mandates

- ✓ Every school shall develop and implement a written attendance improvement plan (i.e., Blueprint for Attendance Improvement) in collaboration with appropriate participants.
- ✓ Every school shall implement District's "Mandated Attendance Intervention Protocol," (see reverse side).

Note: Each Principal is ultimately responsible for improving the school's student attendance rates.

Mandatory Training

- Describe Training Programs for teachers, administrators, support personnel, and classified staff regarding attendance.
- Describe parent outreach and training programs, e.g., attendance assemblies, workshops, parent education programs.
- Indicate efforts to train parents, students, and school-site staff on the contents of the District's Parent-Student Handbook.

School-Site Attendance Strategies

- Describe strategies to create a welcoming school environment and a positive school climate.
- Describe incentives and attendance motivational programs for students, e.g., prizes, certificates, and special recognitions.
- Describe incentives for teachers who improve their classroom attendance, e.g., gift certificates, commendations, or recognitions.
- Indicate roles of school staff, as it relates to improving attendance, e.g., teachers, support and classified staff, and administrators
- Describe efforts to implement Saturday School Attendance Recovery Program. (See E.C. Sections 37223 and 48260).
- Describe efforts to implement alternatives to suspensions.
- Describe relevant after school programs, e.g., tutoring, academic enrichment, student clubs, remedial education.
- Describe alternative instructional practices for students with high numbers of unexcused absences, e.g., independent study, credit recovery programs, in-school instructional alternatives.
- Describe strategies for integrating existing District initiatives with Attendance Initiative, e.g., Small Learning Community, Village Policing, Coordinated School Health Programs.

Interventions for At-Risk Students and Potential Dropouts

- Describe the school's efforts to track past years attendance patterns, as it relates to students with excessive absences.
- Describe the school's case management system for working with at-risk students and potential dropouts.
- Describe the school's use of multi disciplinary programs, e.g., SARTs, SST's, RCT's and SARBs.
- Describe other existing innovative programs.

Truancy Abatement Partnerships

- Indicate existing partnerships with District Attorney/City Attorney.
- Indicate existing partnerships with Community-based agencies, e.g., mental health, health clinics, and health and social services.
- Indicate existing partnerships with the private sector and business community, e.g., Adopt A School Programs, joint partnerships, and job opportunities/incentives.
- Indicate partnerships with Law Enforcement agencies, such as LAPD, Sheriff's Department, School Police, and County Probation.

Revised 7/8/2005

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

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July 8, 2005

APPENDIX B-1

Verification of Residence

A school may accept one or more of several types of documents from the parent or legal guardian of a pupil as reasonable evidence that the pupil meets residency requirements for school attendance in the Los Angeles Unified School District. All documentation must be current and must identify the parent or legal guardian as the resident. Examples of documents that may be accepted as proof of residence ***include, but are not limited to*** any of the following:

- Utility service bills (Gas, water, electric)
- Property Taxes, rental or lease agreement
- Official government mail (CalWorks, Social Security)

Other documents may also be considered as proof of residence. However, many of these documents may not be as reliable as those listed above and therefore, may require additional verification. Examples of these documents ***include, but are not limited to***:

- Escrow papers
- Current bank statements (personal checks will not be accepted as proof of residence)
- Moving company receipts
- Verification of residency service letter from a utility company

Any documentation offered as proof of residence must show the name of the parent/legal guardian, a current date and the residence address. **The LAUSD does not accept telephone bills or driver's licenses as proof of residence.**

In the absence of specific documentation, a prospective parent may provide a **written affidavit** (*See attached form - B2*) verifying his or her residence.

Schools may not require the parent/legal guardian to notarize or provide notarized documentation.

At times, a student will be allowed to enroll in school based on special circumstances. In these cases, one of the following should be accepted in lieu of standard proof of residence documentation:

- Homeless Affidavit or Affidavit of Temporary Residence
- DCSF Form 1399 "Notification to School of Minor's Placement Status"
- Intra or Inter-District Permit
- Special Education IEP

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

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APPENDIX B-2

Affidavit to Verify Residence

(This form should be used only when the parent/legal guardian can not provide documented proof of residence.)

I, _____, declare, I am the parent/legal guardian of :

Name: First Middle Last Date of Birth

I currently reside at the address listed below:

Address

City Zip Code

(_____) _____
Phone

At this time, I do not possess any official documentation to prove residency. This is because

As soon as I am able to obtain documentation proving my residency, I will provide copies of such documentation to the school's attendance office.

I declare under penalty of perjury under the laws of California that the above statements are true and correct.

Print Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date

DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES

Oficina de Salud Estudiantil y Servicios Humanos

BOLETÍN NO. 1292
8 de julio de 2005

APÉNDICE B-2

DECLARACIÓN JURADA PARA CONFIRMAR EL DOMICILIO

(Este formulario se utiliza tan solo cuando el padre de familia o tutor legal del alumno no tiene los documentos necesarios para probar que vive en su domicilio)

Yo, _____, declaro que soy el padre o tutor legal de:

Nombre y apellido: Nombre	segundo nombre	apellido	Fecha de nacimiento
---------------------------	----------------	----------	---------------------

Actualmente vivo en la dirección apuntada a continuación:

Dirección

Ciudad

CA _____
Zona postal

(_____) _____
Teléfono

En este momento no tengo en mi posesión documentos oficiales que prueben que vivo en mi domicilio.

Esto se debe a _____

En cuanto logre obtener los documentos que prueban que vivo en mi domicilio, le proporcionaré copias de dichos documentos a la Oficina de Asistencia Escolar de la escuela.

Declaro bajo pena de falso testimonio conforme a lo establecido por las leyes del Estado de California que las declaraciones anteriores son verdaderas y correctas.

Escriba el nombre y apellido del padre o tutor en letras de molde

Firma del padre o tutor

Fecha

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

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APPENDIX C

PERMITS

- I. Reasons for requesting (types of permits)
 - a. Child care or child care/parent supervision
 - b. Sibling
 - c. Residence (caregiver's authorization)
 - d. Prospective Residence Change
 - e. Continuing Enrollment

- II. Suggestions related to the above permits
 - a. Child care and residence permits must be renewed annually
 - b. Child care and residence permit applicants are the responsibility of the school of residence until the applicant is granted permission to attend the requested school.
 - c. Parents of children on child care/parent supervision permits are responsible for before and after-school supervision.
 - d. For children applying for child care permits, child care providers must show proof of address in the requested school's attendance area.
 - e. Child care permits and Special Education placements does not carry sibling privileges, however, in cases involving applicants who have siblings on existing child care permits, such applicants should be given priority over other new applicants.
 - f. Open enrollment, PWT, Satellite Zone, CAP, and divided home situations carries sibling privileges – based on space availability.
 - g. Carefully question all request for Residence Permits, such as telephoning the most recent school of attendance for information, question the relative or adult caregiver as to the circumstances under which the student is living in their home on a full-time basis.
 - h. Prospective Residence Change permits are limited to 60 days. If a family fails to relocate into the attendance area of the requested school within the 60 day period, the student should be transferred to the School of Residence.
 - i. Continuing Enrollment permits does not require the completion of an application. The permit is granted through the PAR process when parents have notified school personnel of their relocation in a timely manner.

NOTE: In all permit matters – space is the primary factor. The denial or cancellation of any permit can be appealed, however, appeals are rarely granted if there is a lack of space at the requested school.

For further information, please call the Permits Office at (213) 745-1960.

Student Health and Human Services

July 8, 2005

CAREGIVER'S AUTHORIZATION AFFIDAVIT

Instructions: Completion of items 1-4 and the signing of the affidavit is sufficient to authorize enrollment of a minor in school and authorize school-related medical care. Completion of item 5-8 is additionally required to authorize any other medical care. Print clearly

The minor named below lives in my home and I am 18 years of age or older.

1. Name of Minor: _____
2. Minor's birth date: _____
3. My name (adult giving authorization): _____
4. My home address: _____
Number Street Apt.#

City State Zip
5. I am a grandparent, aunt, uncle, or other qualified relative of the minor (see back of this form for a definition of "qualified relative.") _____
6. Check one or both (for example, if one parent was advised and the other cannot be located):
____ I have advised the parent/s or other person/s having legal custody of the minor of my intent to authorize medical care, and have received no objection.
____ I am unable to contact the parent/s or other person/s having legal custody of the minor at this time, to notify them of my intended authorization.
7. My date of birth: _____
8. My California driver's license or identification card number: _____

WARNING: Do not sign this form if any of the statements above are incorrect, or else you will be committing a crime punishable by a fine, imprisonment or both

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated: _____ Signed: _____

Notices:

1. This declaration does not affect the rights of the minor's parents or legal guardian regarding the care, custody, and control of the minor, and does not mean that the caregiver has legal custody of the minor.
2. A person who relies on this affidavit has no obligation to make any further inquiry or investigation
3. This affidavit is not valid for more than one year after the date on which is executed.

DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES

Oficina de Salud Estudiantil y Servicios Humanos

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8 de julio de 2005

APÉNDICE D

DECLARACIÓN JURADA DE LA PERSONA A CARGO DEL CUIDADO Y LA PROTECCIÓN DEL ALUMNO QUE FIRMA LA AUTORIZACIÓN

La Sección 1.5 (a partir del artículo 6550) de la División 11 del Código de Derecho de Familia autoriza el uso de esta declaración jurada.

Instrucciones: Completar los artículos 1 al 4 y firmar la declaración jurada es suficiente para autorizar la matriculación del menor de edad en la escuela y para autorizar la atención médica que sea necesario brindarle en la escuela. También es necesario completar los artículos 5 al 8 para autorizar que se le brinde cualquier otro tipo de atención médica. Escriba en imprenta legiblemente

El menor nombrado a continuación vive en mi hogar y tengo 18 años de edad o soy mayor de 18 años de edad.

1. Nombre y apellido del menor de edad: _____

2. Fecha de nacimiento del menor de edad: _____

3. Mi nombre y apellido (del adulto que firma la autorización): _____

4. La dirección de mi hogar: _____
Número Calle No. de apartamento

Ciudad Estado Zona postal

5. Soy el abuelo, la tía, el tío u otro pariente calificado del menor de edad (si desea leer la definición de “pariente competente” vea el reverso de este formulario) _____

6. Marque uno o ambos (por ejemplo, si se le informó a un padre de familia pero no fue posible localizar al otro padre de familia):

____ Le he informado al padre de familia o a los padres de familia o a la persona que tiene la custodia legal del menor de edad sobre mi intención de autorizar que reciba atención médica y no me han comunicado ningún reparo al respecto.

____ En este momento no he logrado comunicarme con el padre de familia, los padres de familia o la persona que tiene la custodia legal del menor de edad para informarles que firmaré la autorización.

7. Mi fecha de nacimiento: _____

8. Mi licencia de conducir de California o el número de mi tarjeta de identificación: _____

AVISO: No firme este formulario si alguna de las declaraciones anteriores es incorrecta dado que estaría cometiendo un delito punible con una multa, con pena de prisión o ambos.

Declaro bajo pena de falso testimonio conforme a lo establecido por las leyes del Estado de California que lo antedicho es verdadero y correcto.

Fechado: _____ Firmado: _____

Notificaciones:

1. Esta declaración no afecta los derechos que los padres o el tutor del menor de edad tienen con respecto al cuidado, la custodia y el control del menor de edad y no significa que la persona a cargo del cuidado y la protección del menor tiene la custodia legal de dicho menor.
2. La persona que se fía de lo antedicho en esta declaración jurada no tiene la obligación de realizar una indagación o investigación ulterior.
3. Esta declaración jurada no es válida luego de que haya transcurrido un año a partir de la fecha en que se firmó.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

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APPENDIX E

AFFIDAVIT OF TEMPORARY RESIDENCE

I, _____ declare as follows:

I am the ☐ parent ☐ legal guardian ☐ caretaker (check one) of

Name: First Middle Last Date of Birth

a school age minor who is seeking admission to _____
School
in the Los Angeles Unified School District.

Since _____, our family has not had a permanent address;
however, we do reside within the attendance area of _____.
School

For school purposes, I can receive mail at and maintain regular contact with

Name Phone

Address
Street City/State Zip Code

In case of emergency, please contact:

Name Phone

Address
Street City/State Zip Code

I declare under penalty of perjury under the law of California that the above is true and correct and that if called upon to testify, I would be competent to testify thereto.

Signature of Parent/Legal Guardian/Caretaker Date

Witnessed by: _____
Signature of School Administrator or Designee

DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES

Oficina de Salud Estudiantil y Servicios Humanos

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APÉNDICE E

DECLARACIÓN JURADA SOBRE EL DOMICILIO PROVISIONAL

Yo, _____ declaro lo siguiente:

Soy ☐ el padre ☐ el tutor legal ☐ la persona a cargo (marque una casilla) de

Nombre y apellido: Nombre Segundo nombre Apellido Fecha de nacimiento

un menor en edad escolar que solicita ingreso a _____
Escuela
en el Distrito Escolar Unificado de Los Ángeles.

A partir del _____, **nuestra familia no ha tenido un domicilio fijo; sin embargo, actualmente vivimos en la zona de asistencia escolar de** _____
Escuela

Si la escuela desea comunicarse conmigo, puedo recibir correo y mantenerme en contacto regularmente con

Nombre _____ **Teléfono** _____

Dirección _____
Calle Ciudad y Estado Zona postal

En caso de urgencia, por favor comuníquese con:

Nombre _____ **Teléfono** _____

Dirección _____
Calle Ciudad y Estado Zona postal

Declaro bajo pena de falso testimonio conforme a lo establecido por las leyes del Estado de California que lo anterior es verdadero y correcto y que si se solicitara que testifique, atestiguaría a ello con competencia.

Firma del padre, tutor legal o persona a cargo del alumno Fecha

Da fe : _____
Firma del administrador de la escuela o de la persona designada por él

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

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APPENDIX F

(SCHOOL LETTERHEAD)

AFFIDAVIT OF PARENT/LEGAL GUARDIAN IDENTIFICATION

I, _____ declare as follows:

I am the parent ☐ legal guardian ☐ caregiver ☐ of the following child/children

Name: First Middle Last Date of Birth

A school age minor who is seeking admission to _____
School
In the Los Angeles Unified School District.

Name: First Middle Last Date of Birth

A school age minor who is seeking admission to _____
School
In the Los Angeles Unified School District.

Name: First Middle Last Date of Birth

A school age minor who is seeking admission to _____
School
In the Los Angeles Unified School District.

Name: First Middle Last Date of Birth

I do not own or possess a birth certificate, driver's license, state ID, or baptism certificate verifying my status as a parent. I declare under penalty of perjury under the laws of California that the above is true and correct.

Print Name of Parent/Guardian/Caregiver Signature of Parent/Guardian/Caregiver

Date

NOTE: Please make one copy of signed affidavit per student and place in individual student's cumulative record.

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES
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APÉNDICE F

(SCHOOL LETTERHEAD)

**DECLARACIÓN JURADA DE IDENTIFICACIÓN DE LOS PADRES DE FAMILIA O
TUTORES LEGALES**

Yo, _____, declaro lo siguiente:

Soy el padre / la madre ☐ el tutor legal ☐ la persona que cuida ☐ al (los) siguiente(s) niño(s)

Nombre	Segundo Nombre	Apellido	Fecha de Nacimiento
Un menor en edad escolar que desea ingresar a _____			
			Escuela
dentro del Distrito Escolar Unificado de Los Ángeles.			

Nombre	Segundo Nombre	Apellido	Fecha de Nacimiento
Un menor en edad escolar que desea ingresar a _____			
			Escuela
dentro del Distrito Escolar Unificado de Los Ángeles.			

Nombre	Segundo Nombre	Apellido	Fecha de Nacimiento
Un menor en edad escolar que desea ingresar a _____			
			Escuela
dentro del Distrito Escolar Unificado de Los Ángeles.			

Nombre	Segundo Nombre	Apellido	Fecha de Nacimiento
Un menor en edad escolar que desea ingresar a _____			
			Escuela
dentro del Distrito Escolar Unificado de Los Ángeles.			

No tengo en mi poder la partida de nacimiento, ni la licencia de conducir, ni el documento de identidad, ni el certificado de bautismo, como para verificar la paternidad. Declaro, bajo pena de perjurio, conforme a las leyes del Estado de California, que lo antedicho es verdadero y correcto.

Nombre de los padres/tutores/encargados

Firma de los padres/tutores/encargados

Fecha _____

OBSERVACIÓN: Por favor, por cada estudiante haga una copia de la declaración jurada firmada, y adjúntela al registro de escolaridad individual de cada uno de ellos.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

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APPENDIX G

SCHOOL ENROLLMENT SYMBOLS

E1 Within District, same school, such as: Movement between attendance reporting categories: (grade, special programs, etc.) Movement between tracks at a year round school Promotion to the next grade level at the same school Return to the same school
E2 Within District, different school, such as: CAP/SAT/PWT placement if last school attended was an LAUSD school. Enrollment from LAUSD Continuation School Enrollment from LAUSD provided home or hospital instruction (including tele-teaching) Enrollment from Magnet School Matriculation from feeder school Opportunity Transfer if student actually did attend the issuing school Enrollment from program for pregnant minors Enrollment from regular LAUSD school
E3 Public- supported school within state, such as: Arrival from another school district CAP/SAT/PWT placement if last school attended was a non-LAUSD public school Enrollment from hospital instruction not provided by the District
E4 Non Public school within the state, such as: CAP/SAT/PWT placement if last school attended was a California non-public school Enrollment from private school Enrollment from religious school Enrollment from tutorial instruction Return from Project Furlough
E5 Other states and other countries, such as: CAP/SAT/PWT placement if last school attended was a non-California school Enrollment from private school Enrollment from public school Enrollment from religious school
E7 First time school enrollment such as: Newly enrolling Kindergarten

The “E” symbol is determined by the last school attended if a student is returning from a Juvenile Detention Facility.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

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APPENDIX H

SCHOOL WITHDRAWAL SYMBOLS

L1 Within District, same school, such as: Movement between attendance reporting categories (grade, special programs, etc.) Movement between tracks in a year round school
L2 Within District, different school, such as: CAP/SAT/PWT placement Continuation School Home or hospital instruction provided by district (including tele-teaching) Magnet School Program for pregnant minors Regular LAUSD school (not adult school)
L3 Public- supported school within state, such as: Another school district Hospital instruction not provided by district
L4 Non Public school within the state, such as: Students on furlough Private school Religious school Tutorial instruction
L5 Other states and other countries, such as: Public school Private school Religious school
L7 Students matriculating to the next level, such as: Elementary to Middle School Middle School to High School 12 th Grade Graduates or holders of Certificate of proficiency
L8 Other such as: Adult students who no longer wish to attend regular school Deceased students Exempted students who will no longer be attending school Juvenile detention facilities (upon receipt of request for records) Students who no longer reside within the boundaries of the school (confirmed by PSA Counselor home visit) and for whom information is not available on emergency card Unknown

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

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APPENDIX I-1

(SCHOOL LETTERHEAD)

(Date)
(Parent/Guardian Name)
(Address)
(City, State)

RE: _____ Student ID# _____

Dear _____:

This is to notify you that _____ has been reported to the Pupil Services and Attendance Supervisor as a truant from school as required by the provisions of Section 48260 of the California Education Code after having been absent from school or tardy for more than 30 minutes without a valid excuse on the following dates: _____

Section 48260 of the Education Code states:

“Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse on three occasions or tardy for more than 30 minutes in a school day on three occasions in one school year is a truant and will be reported to the attendance supervisor or the superintendent of the school district”

- *That the parent or guardian is obligated to compel the attendance of the pupil at school.*
- *That parents or guardians who fail to meet these obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 or Part 27.*
- *That alternative education programs are available in the district.*
- *That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.*
- *That the pupil may be subject to prosecution under Education Code Section 48264.*
- *That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.*
- *That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.*

Please recognize that we are required to monitor attendance and notify parents of potential problems with student attendance. If you believe there is an error in this report, please contact the attendance office immediately. Please contact me at _____ to discuss the next steps in our mutual plan of action to resolve this issue.

Sincerely,

Principal

DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES
Servicios Humanos y de Salud Estudiantil

BOLETÍN N° 1292
8° de julio de 2005

APÉNDICE I-1

(NOMBRE DE LA ESCUELA)

(Fecha)

(Nombre del padre de familia o tutor)
(Dirección)
(Ciudad, estado)

ASUNTO: _____

Num. de Identificación del estudiante: _____

Estimado _____ :

Esta carta es para notificarle que su _____ ha sido remitido al Supervisor de Asistencia Escolar y Servicios Estudiantiles como un estudiante que falta a la escuela sin justificación o permiso, como lo exigen las estipulaciones del Artículo 48260 del Código Educativo de California, después de haber faltado a clase o llegado tarde por más de 30 minutos sin una justificación válida en las siguientes fechas: _____.

El Artículo 48260 del Código Educativo estipula que :

“Todo aquel estudiante sujeto a recibir educación obligatoria de tiempo completo o educación obligatoria para la recuperación que falte a la escuela sin una justificación válida en tres ocasiones o llegue tarde por más de 30 minutos en un día escolar en tres ocasiones durante un año escolar, es un estudiante que se ausenta de la escuela sin justificación o permiso, y se le informará de su caso al supervisor de asistencia escolar o al superintendente del distrito escolar”.

Además, el Código Educativo en su Artículo 48260.5 exige que nosotros le notifiquemos la siguiente información:

- ***Que el padre de familia o tutor está obligado a enviar al estudiante para que asista a la escuela.***
- ***Que los padres de familia o tutores que no cumplan con esta obligación se les puede encontrar culpables de una infracción y sujetos a una acción judicial de conformidad con la Sección 6 (comenzando con el Artículo 48290) del Capítulo 2 o Parte 27.***
- ***Que existen programas educativos alternativos disponibles en el distrito.***
- ***Que el padre de familia o tutor tiene el derecho de reunirse con el personal escolar correspondiente para hablar acerca de la soluciones relacionadas a la falta de asistencia escolar del estudiante.***
- ***Que el estudiante puede ser sujeto a una acción judicial bajo el Código Educativo Artículo 48264.***
- ***Que el estudiante puede ser sujeto a una suspensión, restricción a los privilegios de manejo para dicho estudiante de conformidad con el Artículo 13202.7 del Código de Tránsito.***
- ***Que se recomienda que el padre de familia o tutor acompañe al estudiante a la escuela para asistir a las clases con el estudiante durante un día.***

Por favor reconozca que se nos exige que supervisemos la asistencia y notifiquemos a los padres de familia de los posibles problemas de asistencia del estudiante. Si usted cree que existe un error en este informe, por favor comuníquese la oficina de asistencia escolar de inmediato. Por favor comuníquese conmigo al _____ para hablar acerca de los siguientes pasos en nuestro plan de acción mutuo para resolver este problema.

Atentamente,

Director

PRIMERA NOTIFICACIÓN INICIAL DE FALTA DE ASISTENCIA ESCOLAR DEL ESTUDIANTE – PRIMARIA Y SECUNDARIA

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

BULLETIN NO. 1292
July 8, 2005

APPENDIX I-2

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)

(Address)

(City, State)

RE: _____

Student ID# _____

Dear _____ :

Our attendance records show that for this school year your child has been marked absent from school without valid excuse five full days or tardy or absent for more than any 30 minute period during the school day without valid excuse on five days/ occasions (or any combination thereof) on the following days: _____

In accordance with the California Education Code (CEC) Section 48260.5, this is your notification that your child has been classified as a truant. We need to work together to improve your child's attendance and discuss the educational options available to your child. I am requesting that you as the parent, guardian, or caregiver schedule a conference with me or someone at the school within the next five school days.

Call _____ at _____ to schedule the conference. He/She can be reached during regular school hours.

Present this letter to your employer as proof that you must attend this conference.
(California Labor Code 230.8)

The CEC Section 48200, states that it is the responsibility of the parent or guardian, or adult custodian, to see that their child attends school full time and on time every day. In addition, CEC Section 48260 states: "Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse on three occasions or tardy for more than 30 minutes in a school day on three occasions in one school year is a truant and will be reported to the attendance supervisor or the superintendent of the school district."

Please contact _____ at _____ for assistance with this matter.

Sincerely,

Principal

DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES
Servicios Humanos y de Salud Estudiantil

BOLETÍN N° 1292
8° de julio de 2005

APÉNDICE I-2

(NOMBRE DE LA ESCUELA)

(Fecha)

(Nombre del padre de familia o tutor)

(Dirección)

(Ciudad, estado)

ASUNTO: _____

Num. de Identificación del estudiante: _____

Estimado _____ :

Nuestros expedientes escolares muestran que durante este año escolar su hijo _____ ha faltado a la escuela, y así ha quedado asentado, durante 5 días completos sin una justificación válida o ha llegado tarde o se ha ausentado por un periodo de más de 30 minutos durante la jornada escolar sin una justificación válida durante 5 días u ocasiones (o cualquier combinación de lo señalado) durante los siguientes días: _____

De conformidad con el Código Educativo del Estado de California (CEC, por sus siglas en inglés) Artículo 48260.5 esta es su notificación de que su hijo ha sido clasificado como un estudiante que falta a la escuela sin justificación o permiso. Tenemos que trabajar juntos para mejorar la asistencia escolar de su hijo y hablar acerca de las opciones educativas disponibles para su hijo. Le pido que usted como padre de familia, tutor o persona a cargo del cuidado del estudiante programe una conferencia conmigo o alguien en la escuela en los próximos 5 días.

Llame _____ al _____ para programar la conferencia. Se puede comunicar con la persona durante el horario escolar regular.

Preséntele esta carta a su empleador como prueba de que usted tiene que asistir a esta conferencia. (Código Laboral del Estado de California 230.8)

El Artículo 48200 del CEC estipula que es la responsabilidad del padre de familia o tutor o persona adulta a cargo de la tutela cerciorarse de que el estudiante asista a la escuela de tiempo completo, y a tiempo todos los días. Además, el Artículo 48260 del CEC estipula:

“Todo aquel estudiante sujeto a recibir educación obligatoria de tiempo completo o educación obligatoria para la recuperación que falte a la escuela sin una justificación válida en tres ocasiones o llegue tarde por más de 30 minutos en un día escolar en tres ocasiones durante un año escolar, es un estudiante que se ausenta de la escuela sin justificación o permiso, y se le informará de su caso al supervisor de asistencia escolar o al superintendente del distrito escolar”.

Por favor póngase en contacto con _____ al _____ para brindarle ayuda en este asunto.

Atentamente,

Director

**SEGUNDA NOTIFICACIÓN DE FALTA DE ASISTENCIA ESCOLAR DEL ESTUDIANTE – PRIMARIA Y SECUNDARIA
SOLOCITUD PARA CELEBRAR UNA CONFERENCIA CON EL PADRE DE FAMILIA**

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

BULLETIN NO. 1292
July 8, 2005

APPENDIX I-3

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)

(Address)

(City, State)

RE: _____

Student ID# _____

Subject: Notice of Classification of Habitual Truancy

Dear _____ :

Our attendance records show that for this school year your child _____ has been marked absent from school without valid excuse nine days or tardy or absent for more than any 30 minute period during the school day without valid excuse on nine days/ occasions (or any combination thereof) on the following days: _____

The California Education Code (CEC), Section 48200, states that it is the responsibility of the parent or guardian, or adult custodian, to see that their child attends school full time and on time every day. In addition, CEC Section 48260 states: "Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse on three occasions or tardy for more than 30 minutes in a school day on three occasions in one school year is a truant and will be reported to the attendance supervisor or the superintendent of the school district."

You have previously been notified that your child is a truant, and home and/or school interventions have not proved successful. We have met or attempted to meet to discuss educational options and other programs and still your child continues to be absent or tardy without a valid excuse. Based on the attendance record, your child is being reclassified as a **HABITUAL TRUANT**.

In accordance with Section 48260.5, this is your notification that a referral has been made to the Office of Pupil Services and Attendance, requesting the initiation of the social and legal interventions at the disposal of their office to resolve this chronic attendance problem, including, but not limited to a referral to the School Attendance Review Board (SARB).

We are available to meet with you to discuss solutions to your child's truancy. Please contact _____ at _____ if you have any questions.

Sincerely,

Principal

DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES
Servicios Humanos y de Salud Estudiantil

BOLETÍN N° 1292
8° de julio de 2005

APÉNDICE I-3

(NOMBRE DE LA ESCUELA)

(Fecha)

(Nombre del padre de familia o tutor)

(Dirección)

(Ciudad, estado)

ASUNTO: _____

Num. de Identificación del estudiante: _____

Estimado _____ :

Nuestros expedientes escolares muestran que durante este año escolar su hijo _____ ha faltado a la escuela, y así ha quedado asentado, durante 9 días sin una justificación válida o ha llegado tarde o se ha ausentado por un periodo de más de 30 minutos durante la jornada escolar sin una justificación válida durante 9 días u ocasiones (o cualquier combinación de lo señalado) durante los siguientes días: _____ De conformidad con el Código Educativo del Estado de California (CEC, por sus siglas en inglés) Artículo 48200 que estipula que es responsabilidad del padre de familia, tutor o adulto a cargo de la tutela cerciorarse de que su hijo asista a la escuela durante todo el día y a tiempo todos los días. Además, el Artículo 48260 del CEC estipula que: “Todo aquel estudiante sujeto a recibir educación obligatoria de tiempo completo o educación obligatoria para la recuperación que falte a la escuela sin una justificación válida en tres ocasiones o llegue tarde por más de 30 minutos en un día escolar en tres ocasiones durante un año escolar, es un estudiante que se ausenta de la escuela sin justificación o permiso, y se le informará de su caso al supervisor de asistencia escolar o al superintendente del distrito escolar”.

A usted se le ha notificado con anterioridad que su hijo es un estudiante que falta a la escuela sin justificación o permiso y que las intervenciones tanto en el hogar como en la escuela no han sido fructíferas. Nos hemos reunido o intentado reunir para hablar acerca de las opciones educativas y otros programas, sin embargo, su hijo continúa faltando a la escuela o llega tarde sin una justificación válida. Con base en el expediente de asistencia escolar, a su hijo se le ha clasificado como estudiante que falta a la escuela sin justificación o permiso de manera habitual.

De conformidad con el Artículo 48260.5, esta es su notificación de que se ha hecho una remisión a la Oficina de Asistencia Escolar y Servicios Estudiantiles, pidiendo que se inicien intervenciones sociales y legales disponibles en la oficina para resolver este problema crónico de asistencia, incluyendo pero sin limitarse a una remisión a la Junta de Revisión de Asistencia Escolar (SARB, por sus siglas en inglés). Estamos disponibles para reunirnos con usted para hablar acerca de soluciones a la falta de asistencia escolar injustificada de su hijo. Por favor comuníquese con _____ al _____ si usted tiene alguna pregunta.

Atentamente,

Director

**TERCERA NOTIFICACIÓN DE FALTA DE ASISTENCIA ESCOLAR DEL ESTUDIANTE – PRIMARIA Y SECUNDARIA
RECLASIFICACIÓN: ESTUDIANTE QUE FALTA A LA ESCUELA SIN JUSTIFICACIÓN O PERMISO DE MANERA HABITUAL**

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

BULLETIN NO. 1292
July 8, 2005

APPENDIX J

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)

(Address)

(City,State)

RE: _____

Student ID# _____

Dear _____ :

A review of our student attendance records shows that your child _____ has been absent _____ days so far this school year.

We are bringing this to your attention because, although your child may have brought an absence note, if the absences continue at this rate, he or she will have an unacceptable number of absences by the end of this reporting period.

When your child is in school everyday for instruction, he/she will have a better chance to learn everything covered in your child's class by his or her teacher. Please assist us by communicating to your child that he or she is expected to attend school every day.

If you have any concerns about which we should be aware, please make an appointment with _____ at _____ so that we can discuss your child's needs.

Your cooperation is greatly appreciated.

Sincerely,

Principal

EXCESSIVE ABSENCE NOTIFICATIONS: ELEMENTARY AND SECONDARY

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES
Oficina de Salud Estudiantil y Servicios Humanos

BOLETÍN N° 1292
8° de julio de 2005

APÉNDICE J

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)

(Address)

(City, State)

Re: _____

N° de identificación: _____

Estimado(a)(os) _____ :

Al revisar los registros de asistencia escolar se ha notado que su hijo(a) _____ ha faltado _____ días este año hasta la fecha.

Le informamos al respecto porque, aunque su hijo(a) posiblemente haya traído una nota para justificar su ausencia, esperamos ayudarle a mejorar la asistencia de su hijo(a) a la escuela. Si su hijo(a) asiste a la escuela todos los días y recibe instrucción, tendrá una mejor oportunidad de aprender todo lo que enseñe su maestro(a) en la clase. Haga el favor de ayudarnos comunicándole a su hijo(a) que debe asistir a la escuela todos los días.

Si usted tiene alguna inquietud que desee comunicarnos, haga el favor de concertar una cita con _____ al _____ para que podamos hablar sobre las necesidades de su hijo(a).

Se le agradece enormemente su cooperación.

Atentamente,

Director(a)

EXCESSIVE ABSENCE NOTIFICATIONS: ELEMENTARY AND SECONDARY

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

BULLETIN NO. 1292
July 8, 2005

APPENDIX K-1a

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)
(Mailing Address)
(City, State)

RE: _____

Student ID# _____

Dear _____ :

Our attendance records show that your child _____ has been marked tardy to three class periods so far this school year. In order to be marked tardy, the student was not in his or her seat when the tardy bell rang, signaling the time class is to begin.

School officials have discussed this matter with your child. Perhaps you were unaware of these tardies. Please discuss with your child the importance of being on time and ready to learn when class is to begin.

The California State Education Code, Section 48200, states that it is the responsibility of the parent, guardian, or adult custodian, to see that his or her child attends school for the entire school day and arrives on time every day.

Please feel free to call me to discuss ways in which to improve your child's promptness. I can be reached at _____ during school hours.

Sincerely,

Principal

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES
Oficina de Salud Estudiantil y Servicios Humanos

BOLETÍN N° 1292
8° de julio de 2005

APÉNDICE K-1a

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)

(Address)

(City, State)

Re: _____

N° de identificación _____

Estimado(a)(os) _____:

Nuestro registro de asistencia indica que su hijo(a) _____ ha llegado tarde a tres clases hasta ahora durante este año escolar. Se han registrado las llegadas tardías porque el alumno no estaba en su asiento cuando sonó la última campana, la cual señala el momento en que la clase debe comenzar.

Los funcionarios escolares han tratado este asunto con su hijo(a). Posiblemente usted no esté al tanto de estas llegadas tardías. Haga el favor de hablar con su hijo(a) sobre la importancia de llegar puntualmente a clase y estar listo para aprender cuando la clase está por empezar.

En el Artículo 48200 del Código de Educación del Estado de California se estipula que es responsabilidad del padre de familia, tutor o custodio adulto del alumno asegurarse de que su hijo(a) asista a clase durante toda la jornada escolar y llegue puntualmente todos los días.

Por favor no vacile en llamarme para que podamos hablar de las maneras de mejorar la puntualidad de su hijo(a). Puede comunicarse conmigo al _____ durante la jornada escolar.

Atentamente,

Director

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

BULLETIN NO. 1292
July 8, 2005

APPENDIX K-1b

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)
(Mailing Address)
(City, State)

RE: _____

Student ID# _____

Dear _____ :

Our attendance records show that your child _____ has been marked tardy to school three days so far this school year. In order to be marked tardy, the student has arrived to school after the scheduled time class is to begin.

School officials have discussed this matter with your child. Perhaps you were unaware of these tardies. Please discuss with your child the importance of being on time and ready to learn when class time begins.

The California State Education Code, Section 48200, states that it is the responsibility of the parent, guardian, or adult custodian, to see that his or her child attends school for the entire school day and is on time every day.

Please feel free to call me to discuss ways in which to improve your child's promptness. I can be reached at _____ during school hours.

Sincerely,

Principal

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES
Oficina de Salud Estudiantil y Servicios Humanos

BOLETÍN N° 1292
8° de julio de 2005

APÉNDICE K-1b

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)

(Address)

(City, State)

Re: _____

N° de identificación _____

Estimado(a)(os) _____ :

Nuestro registro de asistencia indica que su hijo(a) _____ ha llegado tarde a la escuela tres veces hasta ahora durante este año escolar. Se han registrado las llegadas tardías porque el alumno no estaba en su asiento cuando sonó la última campana, la cual señala el momento en que la clase debe comenzar.

Los funcionarios escolares han tratado este asunto con su hijo(a). Posiblemente usted no esté al tanto de estas llegadas tardías. Haga el favor de hablar con su hijo(a) sobre la importancia de llegar puntualmente a clase y estar listo para aprender cuando la clase está por empezar.

En el Artículo 48200 del Código de Educación del Estado de California se estipula que es responsabilidad del padre de familia, tutor o custodio adulto del alumno asegurarse de que su hijo(a) asista a clase durante toda la jornada escolar y llegue puntualmente todos los días.

Por favor no vacile en llamarme para que podamos hablar de las maneras de mejorar la puntualidad de su hijo(a). Puede comunicarse conmigo al _____ durante la jornada escolar.

Atentamente,

Director

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

BULLETIN NO. 1292
July 8, 2005

APPENDIX K-2b

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)
(Mailing Address)
(City, State)

RE: _____

Student ID# _____

Dear _____ :

Our attendance records show that your child _____ has been marked tardy to school 5 days this school year. In order to be marked tardy, the student has arrived to school after the scheduled time class is to begin.

School officials have discussed this matter with your child. This is the second formal written notification sent to you this school year. Perhaps you are not aware of these additional tardies. Please discuss with your child the importance of being on time and ready to learn when class time begins. Also, please be advised that additional tardiness will result in disciplinary action being taken by the school.

The California State Education Code, Section 48200, states that it is the responsibility of the parent or guardian, or adult custodian, to see that his or her child attends school for the entire school day, and arrives on time every day.

Please feel free to call me to discuss ways in which to improve your child's promptness to avoid any disciplinary action. I can be reached at _____ during school hours.

Sincerely,

Principal

2ND TARDY NOTIFICATION-PARENT RESPONSE FORM

Student Name: _____

Birth date: _____

Parent Name: _____

Phone#: _____

Actions taken at home _____

Parent Signature _____

Date: _____

RETURN TO : _____

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

BULLETIN NO. 1292
July 8, 2005

APPENDIX K-2b

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)
(Mailing Address)
(City, State)

RE: _____

Student ID# _____

Dear _____ :

Our attendance records show that your child _____ has been marked tardy to school 5 days this school year. In order to be marked tardy, the student has arrived to school after the scheduled time class is to begin.

School officials have discussed this matter with your child. This is the second formal written notification sent to you this school year. Perhaps you are not aware of these additional tardies. Please discuss with your child the importance of being on time and ready to learn when class time begins. Also, please be advised that additional tardiness will result in disciplinary action being taken by the school.

The California State Education Code, Section 48200, states that it is the responsibility of the parent or guardian, or adult custodian, to see that his or her child attends school for the entire school day, and arrives on time every day.

Please feel free to call me to discuss ways in which to improve your child's promptness to avoid any disciplinary action. I can be reached at _____ during school hours.

Sincerely,

Principal

2ND TARDY NOTIFICATION-PARENT RESPONSE FORM

Student Name: _____

Birth date: _____

Parent Name: _____

Phone#: _____

Actions taken at home _____

Parent Signature _____

Date: _____

RETURN TO : _____

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES
Oficina de Salud Estudiantil y Servicios Humanos

BOLETÍN N° 1292
8° de julio de 2005

APÉNDICE K-2b

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)
(Address)
(City, State)

Re: _____

N° de identificación _____

Estimado(a)(os) :

Nuestro registro de asistencia indica que su hijo(a) _____ ha llegado tarde a clase cinco días durante este año escolar. Se han registrado las llegadas tardías porque el alumno ha llegado a la escuela después de la hora establecida para el comienzo de la jornada escolar.

Los funcionarios escolares han tratado este asunto con su hijo(a). Ésta es la segunda notificación formal y escrita que se le ha enviado a usted durante este año escolar. Posiblemente usted no esté al tanto de estas llegadas tardías adicionales. Haga el favor de hablar con su hijo(a) sobre la importancia de llegar puntualmente y estar listo para aprender cuando empieza la clase. Asimismo, tenga a bien notar que si el alumno llega tarde de nuevo, la escuela tomará medidas disciplinarias.

En el Artículo 48200 del Código de Educación del Estado de California se estipula que es responsabilidad del padre de familia, tutor o custodio adulto del alumno asegurarse de que su hijo(a) asista a clase durante toda la jornada escolar y llegue puntualmente todos los días.

Por favor no vacile en llamarme para que podamos hablar de las maneras de mejorar la puntualidad de su hijo(a) para evitar cualquier medida disciplinaria. Puede comunicarse conmigo al _____ durante la jornada escolar.

Atentamente,

Director

2ª NOTIFICACIÓN DE LLEGADAS TARDÍAS – FORMULARIO PARA LA RESPUESTA DE LOS PADRES

Nombre del alumno: _____ Fecha de nacimiento: _____
Nombre del padre o la madre: _____ N° de teléfono: _____
Medidas tomadas en casa: _____

Firma del padre o la madre _____ Fecha: _____
Favor de devolver este formulario a: _____

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

BULLETIN NO. 1292
July 8, 2005

APPENDIX K-3a

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)

(Mailing Address)

(City, State)

RE: _____

Student ID# _____

Dear _____ :

Our attendance records show that your child _____ has been marked tardy to 7 class periods so far this school year. In order to be marked tardy, the student was not in his or her seat when the tardy bell rang, signaling the time class is to begin.

School officials have brought this matter to your attention, and your child continues to be tardy.

The California State Education Code, Section 48200, states that it is the responsibility of the parent or guardian, or adult custodian, to see that his or her child attends school full time, and arrives on time every day.

Previous school and home interventions have not proved successful.

A conference with a school official is required to discuss the issue in greater detail. Together we will develop a plan to improve your child's attendance.

Present this letter to your employer as proof that you must attend this conference. (California Labor Code 230.8)

Call _____ at _____ to schedule the conference. I can be reached during school hours.

Sincerely,

Principal

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES
Oficina de Salud Estudiantil y Servicios Humanos

BOLETÍN N° 1292
8° de julio de 2005

APÉNDICE K-3a

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)

(Address)

(City, State)

Re: _____

N° de identificación _____

Estimado(a)(os) :

Nuestro registro de asistencia indica que su hijo(a) _____ ha llegado tarde a siete clases hasta ahora durante este año escolar. Se han registrado las llegadas tardías porque el alumno no estaba en su asiento cuando sonó la última campana para señalar la hora a la que comienza la clase.

Los funcionarios escolares le han informado a usted sobre este asunto, pero su hijo(a) sigue llegando tarde.

En el Artículo 48200 del Código de Educación del Estado de California se estipula que es responsabilidad del padre de familia, tutor o custodio adulto del alumno asegurarse de que su hijo(a) asista a clase durante toda la jornada escolar y llegue puntualmente todos los días.

Las intervenciones anteriores en la escuela y en el hogar no han dado resultado. Se requiere una conferencia con un funcionario escolar para tratar más a fondo esta cuestión. Juntos elaboraremos un plan destinado a mejorar la asistencia de su hijo(a).

Preséntele esta carta a su empleador para comprobar que usted debe asistir a esta conferencia. (Código de Trabajo de California, 230.8).

Llame a _____ al _____ para programar la conferencia. Puede comunicarse conmigo durante la jornada escolar.

Atentamente,

Director

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

BULLETIN NO. 1292
July 8, 2005

APPENDIX L-1

(SCHOOL LETTERHEAD)

(Parent/Guardian Name)
(Address)
(City, State)

(Date)

RE: _____

Student ID# _____

Dear _____ :

It has come to our attention that your son/daughter is not presently enrolled in school. California Education Code section 48200 mandates that parents of children ages 6 to 18 must send their children to school. We have the responsibility to determine that your child is enrolled or is legally exempt from attending school.

Please review and complete the information below. Please CHECK THE BOX and provide all the information applicable to your child's educational program.

RETURN THIS LETTER TO THE ABOVE ADDRESS OR CALL THE SCHOOL

☐ 1.	My son/daughter is enrolled at _____ School. School Address: _____ School telephone number: _____
☐ 2.	My son/daughter is enrolled in an Independent Study Program. Name of Program: _____ Teacher: _____ Address: _____ Telephone: _____ Date of Enrollment: _____
☐ 3.	My son/daughter is medically exempt from school attendance. Please contact _____ (medical doctor) at _____ (phone number) for additional information.
☐ 4.	My son/daughter is 17 years old and has passed the California Proficiency Exam.
☐ 5.	My son/daughter is 18 years old and will not return to school.
☐ 6.	My son/daughter is not enrolled in school because --
☐ 7.	Please assist me with a school placement for my child(ren).

Print Name _____ Telephone: _____

Parent/Guardian/Caretaker Signature _____ Date: _____

Thank you for your cooperation.

Sincerely,

Principal

DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES

Oficina de Salud Estudiantil y Servicios Humanos

BOLETÍN NO. 1292
8 de julio de 2005

APÉNDICE L-1

(MEMBRETE DE LA ESCUELA)

(Nombre y apellido del padre o tutor)
(Dirección)
(Ciudad y Estado)

(Fecha)

CON RESPECTO A _____

No. de identificación del alumno _____

Estimado _____ :

Se nos ha informado que su hijo actualmente no está matriculado en la escuela. El artículo 48200 del Código de California establece que los padres de todos los niños de 6 a 18 años de edad tienen la obligación de enviarlos a la escuela. Tenemos la responsabilidad de determinar si su hijo se ha matriculado en una escuela o si se lo ha eximido de asistir a la escuela según lo establecido por ley.

Por favor lea y complete la información a continuación. Por favor MARQUE LA CASILLA y complete toda la información pertinente sobre el programa educativo de su hijo.

ENTREGUE ESTA CARTA EN LA DIRECCIÓN ANTERIOR O LLAME A LA ESCUELA

☐ 1.	Mi hijo se ha matriculado en la Escuela _____. Dirección de la escuela: ____ Número de teléfono de la escuela: _____
☐ 2.	Mi hijo se ha matriculado en un programa de estudios independientes. Nombre del Programa: _____ Maestro: _____ Dirección: _____ Teléfono: _____ Fecha en que se matriculó: _____
☐ 3.	A mi hijo se lo ha eximido de asistir a la escuela por motivos de salud. Por favor comuníquese con _____ (médico) al _____ (número de teléfono) si desea más información.
☐ 4.	Mi hijo tiene 17 años de edad y aprobó la Prueba del Estado de California para Evaluar la Competencia
☐ 5.	Mi hijo tiene 18 años de edad y no asistirá a la escuela.
☐ 6.	Mi hijo no está matriculado en una escuela porque _____
☐ 7.	Por favor ayúdeme a encontrar una escuela para mi hijo (o hijos).

Nombre y apellido en letra de molde _____ Teléfono: _____

Firma del padre, tutor o persona a cargo del alumno _____ Fecha _____

Agradecemos su colaboración.

Atentamente,

Director

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

BULLETIN NO. 1292
July 8, 2005

APPENDIX L-2

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)
(Address)
(City, State)

RE: _____

Student ID# _____

Dear _____ :

It has come to our attention that your child _____ has been absent _____ days and/or tardy _____ times. These absences and/or tardies have been so frequent that the school is very concerned, as this causes your child to miss instruction which is very critical to academic progress.

Within the next week, please contact the school at _____ to set up a meeting so we can discuss this problem. Our goal at that meeting will be to establish a program for improving attendance for your child.

Sincerely,

Principal

ATTENDANCE PROBLEM: KINDERGARTEN

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES
Oficina de Salud Estudiantil y Servicios Humanos

BOLETÍN N° 1292
8° de julio de 2005

APÉNDICE L-2

(SCHOOL LETTERHEAD)

(Fecha)

(Nombre del padre de familia o tutor)
(Address)
(City, State)

RE: _____

N° de identificación: _____

Estimado(a)(os) :

Se nos ha informado que su hijo(a) _____ ha estado ausente _____ días y/o ha llegado tarde _____ veces. Estas ausencias o llegadas tarde han sido tan frecuentes que la escuela está muy preocupada, puesto que esto hace que su hijo(a) se pierda instrucción esencial para su progreso académico.

Dentro de la próxima semana, haga el favor de comunicarse con la escuela al _____ para concertar una cita a fin de que podamos discutir este problema. Nuestra meta en dicha reunión consistirá en elaborar un programa para mejorar la asistencia de su hijo(a).

Atentamente,

Director(a)

ATTENDANCE PROBLEM: KINDERGARTEN

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

BULLETIN NO. 1292
July 8, 2005

APPENDIX L-3

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)
(Address)
(City, State)

RE: _____

Student ID# _____

Dear _____ :

It has come to our attention that _____ has been absent _____ days and tardy _____ times. These absences and/or tardies have been so frequent that the school is very concerned, as this causes your child to miss instruction which is very important to academic progress. This attendance problem makes it difficult for your child to learn.

Pursuant to California Education Code section 48340; our school district's attendance policies for kindergarten students are consistent with the compulsory education laws governing school attendance for children ages 6 to 18. Although children age 5 and under are not required to attend school, once they are enrolled, they are expected to attend school regularly and you must ensure their attendance. Therefore, if your kindergarten child is absent or tardy without a valid excuse, it will be counted as truancy as defined by State law.

Attendance patterns established in kindergarten may influence your child's educational success throughout the rest of his/her school life. Truancy is a serious matter. We believe you want your child to have educational success.

Please contact the school directly if you would like assistance or call me at _____.

Sincerely,

Principal

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES
Oficina de Salud Estudiantil y Servicios Humanos

BOLETÍN N° 1292
8° de julio de 2005

APÉNDICE L-3

(SCHOOL LETTERHEAD)

(Fecha)

(Nombre del padre de familia o tutor)

(Dirección)

(Ciudad, estado)

RE: _____

N° de identificación: _____

Estimado(a)(os) :

Nos hemos enterado de que _____ ha estado ausente _____ días y ha llegado tarde _____ veces. Estas ausencias y o llegadas tarde han sido tan frecuentes que en la escuela estamos preocupados, porque esto hace que su hijo(a) pierda instrucción esencial para su progreso académico. Este problema de inasistencia dificulta el aprendizaje de su hijo(a).

Conforme al Artículo 48340 del Código de Educación de California, las normas de asistencia de nuestro distrito para el kinder concuerdan con las leyes de educación obligatoria que rigen la asistencia escolar para los niños de 6 a 18 años de edad. Aunque los niños de 5 años o menos no están obligados a asistir a la escuela, una vez que están matriculados, se espera que asistan regularmente a la escuela, y usted debe asegurar su asistencia. Por lo tanto, si su hijo(a) alumno(a) de kinder falta o llega tarde sin excusa válida, se contará como ausencia injustificada como la define la ley estatal.

El tipo de asistencia que se establece en el kinder puede influir en el progreso educativo de su hijo(a) durante el resto de su vida escolar. La ausencia injustificada es un asunto grave. Creemos que usted quiere que su hijo(a) tenga éxito en sus estudios.

Haga el favor de llamar directamente a la escuela si desea ayuda o sírvase llamarme al _____.

Atentamente,

Director(a)

ATTENDANCE COMPLIANCE: KINDERGARTEN

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

BULLETIN NO. 1292
July 8, 2005

APPENDIX L-4

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)
(Address)
(City, State)

RE: _____

Student ID# _____

Dear _____ :

It has been brought to our attention that your child, _____, has not been picked up promptly after school at _____ p.m. everyday.

Please make arrangements for your child to be picked up at the end of the school day. In the future, if your child is not picked up promptly, school officials may be obligated to contact the local children's protective service or law enforcement agency for assistance.

I feel confident that you have your child's best interest at heart and that you will make sure that this situation improves as soon as possible.

If you have any questions, please call me at _____.

Sincerely,

Principal

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES
Oficina de Salud Estudiantil y Servicios Humanos

BOLETÍN N° 1292
8° de julio de 2005

APÉNDICE L-4

(SCHOOL LETTERHEAD)

(Fecha)

(Nombre del padre de familia o tutor)

(Dirección)

(Ciudad, estado)

RE: _____

N° de identificación: _____

Estimado(a)(os) :

Se nos ha informado que a su hijo(a) _____ no se le ha recogido puntualmente después de la jornada escolar, a las _____ de la tarde todos los días.

Por favor, haga lo necesario para que se recoja a su hijo(a) al fin de la jornada escolar. En el futuro, si no se recoge puntualmente a su hijo(a), los funcionarios escolares podrían verse obligados a avisarles al respecto a los Servicios de Protección a la Niñez o a la policía local para que intervengan en este asunto.

Estoy seguro de que usted se preocupa por el bienestar de su hijo(a) y que se asegurará de que esta situación mejore lo antes posible.

Si usted tiene alguna pregunta, haga el favor de llamarme al _____.

Atentamente,

Director(a)

ATTENDANCE: ELEMENTARY-KINDERGARTEN FAILURE TO PICK UP CHILD

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

BULLETIN NO. 1292
July 8, 2005

APPENDIX L-5

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)
(Address)
(City, State)

RE: _____

Student ID# _____

Dear _____ :

Our records indicate that your child _____ has not been attending school regularly this year.

These absences, although excused, have been so frequent that we are concerned. These absences cause your child to miss important instruction and a hardship in completing the required school work. Continued absences may result in school failure.

It appears that your child has a chronic or persistent medical condition that is causing the absences. Therefore, it is imperative that you provide us with documentation from your physician, and schedule a meeting with the appropriate school staff so that we may discuss appropriate accommodations and/or referrals for assistance and support.

I am sure that you wish to see your child succeed in school. However, to achieve this will require greater effort and cooperation on your part to improve their attendance record during the remainder of the school year.

Please contact _____ at _____ to schedule your appointment.

Sincerely,

Principal

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES
Oficina de Salud Estudiantil y Servicios Humanos

BOLETÍN N° 1292
8° de julio de 2005

APÉNDICE L-5

(SCHOOL LETTERHEAD)

(Fecha)

(Nombre del padre de familia o tutor)
(Dirección)
(Ciudad, estado)

RE: _____

N° de identificación _____

Estimado(a)(os) :

Nuestros archivos indican que su hijo(a) _____ no ha asistido regularmente a la escuela este año. Las ausencias han sido tan frecuentes que nos preocupan puesto que esto hace que su hijo(a) se pierda instrucción importante y supone una dificultad para terminar el trabajo académico que se requiere en la escuela. Si las ausencias continúan, podrían traer como consecuencia que su hijo(a) repruebe el año escolar.

Si su hijo(a) tiene una afección crónica o persistente que le cause muchas ausencias, haga el favor de proporcionarnos un documento de parte de su médico para que podamos concertar una reunión con _____ a fin de debatir adaptaciones y/o remisiones apropiadas a entidades que puedan brindar ayuda y apoyo.

Estoy seguro de que usted desea que su hijo(a) tenga éxito en sus estudios. Sin embargo, para lograr esto se necesitará mayor colaboración entre usted y los funcionarios escolares.

Haga el favor de llamar a _____ al _____ para programar una cita.

Atentamente,

Director(a)

ATTENDANCE: CHRONIC ABSENCES ELEMENTARY AND SECONDARY

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

BULLETIN NO. 1292
July 8, 2005

APPENDIX L-6

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)
(Address)
(City, State)

RE: _____

Student ID# _____

Dear _____ :

It has come to our attention that you have moved and no longer live in the attendance area of _____ School.

As a result, your child/children will need to enroll at the school within the attendance boundaries of your new address. Your new school of residence is _____ School, and their phone number is _____. It is important that your child(ren) enroll at your new school immediately and attend school everyday and on time.

Within two days, please pick up the necessary paper work from the school office to withdraw from our school and promptly enroll your child/children in the new school.

If you have any questions, please call _____ at _____.

Sincerely,

Principal

DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES

Oficina de Salud Estudiantil y Servicios Humanos

BOLETÍN NO. 1292
8° de julio de 2005

APÉNDICE L-6

(MEMBRETE DE LA ESCUELA)

(Fecha)

(Nombre y apellido del padre o tutor)

(Dirección)

(Ciudad y Estado)

CON RESPECTO A _____

No. de identificación del alumno _____

Estimado _____ :

Se nos ha informado que se ha mudado y que ya no vive en la zona de asistencia escolar de la Escuela.

Por lo tanto, su hijo o hijos necesitan matricularse en una escuela que corresponda a la zona de su domicilio nuevo. La escuela nueva que corresponde a la zona en que vive es la Escuela _____. El número de teléfono de la escuela es _____. Es importante que su hijo se matricule en la escuela nueva inmediatamente y que asista a la escuela todos los días.

Por favor preséntese en la gerencia de la escuela a más tardar en dos días, recoja los documentos necesarios para retirar a sus hijos de nuestra escuela e inscribálos inmediatamente en la escuela nueva.

Si tiene alguna pregunta por favor llame a _____ al _____.

Atentamente,

Director

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

BULLETIN NO. 1292
July 8, 2005

APPENDIX L-7

(SCHOOL LETTERHEAD)
REGULAR

(Parent/Guardian Name)
(Address)
(City, State)

(Date)

RE: _____

Student ID# _____

Dear _____ :

This is a reminder that California Education Code (C.E.C.) section 48200 states that all children between the ages of 6 to 18 must attend school full-time and be present at school for the time designated as a school day, unless exempted by law.

However, a child may be excused for: illness; medical/dental appointments; attending a funeral and other justifiable reasons with the prior approval of the principal. Children who are absent for other reasons are unexcused. For example, children cannot miss school due to bad weather or to baby-sit.

Parents/guardians who fail to comply with California attendance laws and who have children who are excessively absent or tardy may be subject to one or more of the following consequences:

- You may be ordered to attend parenting classes and/or participate in counseling
- You may be required to participate in the School Attendance Review Board (SARB) process
- Your case may be referred to the District Attorney or City Attorney
- Cal Works or TANF may reduce your monthly allowance per child
- You may be fined up to \$2,500 per child

If your child is absent or needs to miss part of a school day:

1. Schedule all appointments for your child after school, on weekend days or during vacation.
2. If the appointment must be during school hours, please have your child attend school prior to the appointment and/or return to school before/after the appointment to complete the school day.

3. Call the school to let them know your child will be absent and why. If time permits, contact your child's teacher(s) before the day of absence to obtain information about assignments. Secondary students should make arrangements with their teachers.
4. When your child returns to school, you must send a note to your child's teachers, or school attendance office stating the dates and reason(s) your child was absent.
5. Whenever absent, always check with your child's teacher(s) immediately upon your child's return for homework, tests and coursework assignments so your child does not fall behind academically. Secondary students are responsible to get their assignments.

Thank you for your support and cooperation. If you have any questions or concerns, please contact _____ at _____.

Sincerely,

Principal

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

BULLETIN NO. 1292
July 8, 2005

APPENDIX L-7

(SCHOOL LETTERHEAD)
PILOT

(Parent/Guardian Name)
(Address)
(City, State)

(Date)

RE: _____

Student ID# _____

Dear _____ :

Please remember that _____ is your child's first day of school for the _____ school year.

This is a reminder that California Education Code ("C.E.C.") section 48200 states that all children between the ages of 6 to 18 must attend school full-time and be present at school for the time designated as a school day, unless exempted by law.

However, a child may be excused for: illness; medical/dental appointments; attending a funeral and other justifiable reasons with the prior approval of the principal. Children who are absent for other reasons are unexcused. For example, children cannot miss school due to bad weather or to baby-sit.

Parents/guardians who fail to comply with California attendance laws and who have children who are excessively absent or tardy may be subject to one or more of the following consequences:

- You may be ordered to attend parenting classes and/or participate in counseling
- You may be required to participate in the School Attendance Review Board (SARB) process
- Your case may be referred to the District Attorney or City Attorney
- Cal Works or TANF may reduce your monthly allowance per child
- You may be fined up to \$2,500 per child

If your child is absent or needs to miss part of a school day:

1. Schedule all appointments for your child after school, on weekend days or during vacation.
2. If the appointment must be during school hours, please have your child attend school prior to the appointment and/or return to school before/after the appointment to complete the school day.

3. Call the school to let them know your child will be absent and why. If time permits, contact your child's teacher(s) before the day of absence to obtain information about assignments. Secondary students should make arrangements with their teachers.
4. When your child returns to school, you must send a note to your child's teachers, or school attendance office stating the dates and reason(s) your child was absent.
5. Whenever absent, always check with your child's teacher(s) immediately upon your child's return for homework, tests and coursework assignments so your child does not fall behind academically. Secondary students are responsible to get their assignments.
6. District policy states that students may be required to make up days of unexcused attendance and truancy by attending a Saturday School program.

Thank you for your support and cooperation. If you have any questions or concerns, please contact

Sincerely,

Principal

ATTENDANCE POLICY: SECONDARY, ELEMENTARY AND KINDERGARTEN

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES
Oficina de Salud Estudiantil y Servicios Humanos

BOLETÍN N° 1292
8° de julio de 2005

APÉNDICE L-7

(SCHOOL LETTERHEAD)
REGULAR

(Parent/Guardian Name)
(Address)
(City, State)

(Date)

Re: _____

N° de identificación _____

Estimado(a)(os) :

Esta carta es un recordatorio de que en el Artículo 48200 del Código de Educación de California (CEC) se estipula que todos los menores entre los 6 y los 18 años de edad deben asistir a la escuela durante todo el día escolar y estar presentes en la escuela por el tiempo designado como jornada escolar, a menos que estén exentos por ley.

Sin embargo, se puede excusar a un(a) alumno(a) por los siguientes motivos: enfermedad; citas médicas o dentales; asistencia a un funeral; y otras razones justificables conforme a la ley, previa autorización del director de la escuela. Las ausencias por otros motivos se consideran “injustificadas”. Por ejemplo, los alumnos no pueden faltar a la escuela debido al tiempo inclemente o para cuidar niños.

Los padres de familia o tutores que no cumplan con las leyes de asistencia de California y que tengan hijos que falten o lleguen tarde excesivamente podrían estar sujetos a una o más de las siguientes consecuencias:

- Se les puede exigir que asistan a clases sobre la crianza de los hijos, participen en asesoramiento, o ambos.
- Se les puede obligar a participar en el proceso de la Junta de Revisión de la Asistencia Escolar (SARB).
- Se puede remitir su caso a la oficina del fiscal del distrito o de la ciudad.
- Cal Works o TANF les puede reducir su asignación mensual por cada hijo(a).
- Se les puede multar hasta \$2,500 por cada hijo(a).

Si su hijo(a) está ausente o tiene que faltar durante una parte del día escolar:

1. Concierte todas las citas de su hijo(a) para después de la jornada escolar, los fines de semana o las vacaciones.
2. Si la cita tiene que ser durante las horas de clase, por favor haga que su hijo(a) asista a clase antes de la cita o regrese después de ésta para estar hasta el fin del día escolar.
3. Llame a la escuela para avisar que su hijo(a) estará ausente y por qué. Si lo permite el tiempo, comuníquese con el (los) maestro(s) de su hijo(a) antes del día de la ausencia para obtener información sobre las tareas. Los alumnos de secundaria o preparatoria deben hacer planes al respecto de antemano con sus maestros.

4. Cuando su hijo(a) regrese a la escuela, usted debe enviarles una nota a sus maestros o a la oficina de asistencia escolar para comunicarle las fechas y el motivo de la ausencia.
5. Cuando su hijo(a) esté ausente, hable siempre con su(s) maestro(s) inmediatamente después de su regreso a clase para averiguar cuáles son las tareas para la casa, los exámenes y las tareas relacionadas con el curso a fin de que su hijo(a) no se atrase académicamente. Los alumnos de secundaria y preparatoria tienen la responsabilidad de averiguar cuáles son las tareas que deben hacer.

Gracias por su apoyo y su cooperación. Si usted tiene alguna pregunta o inquietud, haga el favor de comunicarse con _____ al _____.

Atentamente,

Director(a)

ATTENDANCE POLICY: SECONDARY, ELEMENTARY AND KINDERGARTEN

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES
Oficina de Salud Estudiantil y Servicios Humanos

BOLETÍN N° 1292
8° de julio de 2005

APÉNDICE L-7

(SCHOOL LETTERHEAD)
PILOT

(Parent/Guardian Name)
(Address)
(City, State)

(Date)

Re: _____

N° de identificación _____

Estimado(a)(os) _____ :

Quisiéramos recordarle que el _____ es el primer día de clase para su hijo(a) durante el año escolar _____.

Esta carta es un recordatorio de que en el Artículo 48200 del Código de Educación de California (CEC) se estipula que todos los menores entre los 6 y los 18 años de edad deben asistir a la escuela durante todo el día escolar y estar presentes en la escuela por el tiempo designado como jornada escolar, a menos que estén exentos por ley.

Sin embargo, se puede excusar a un(a) alumno(a) por los siguientes motivos: enfermedad; citas médicas o dentales; asistencia a un funeral; y otras razones justificables conforme a la ley, previa autorización del director de la escuela. Las ausencias por otros motivos se consideran “injustificadas”. Por ejemplo, los alumnos no pueden faltar a la escuela debido al tiempo inclemente o para cuidar niños.

Los padres de familia o tutores que no cumplan con las leyes de asistencia de California y que tengan hijos que falten o lleguen tarde excesivamente podrían estar sujetos a una o más de las siguientes consecuencias:

- Se les puede exigir que asistan a clases sobre la crianza de los hijos, participen en asesoramiento, o ambos.
- Se les puede obligar a participar en el proceso de la Junta de Revisión de la Asistencia Escolar (SARB).
- Se puede remitir su caso a la oficina del fiscal del distrito o de la ciudad.
- Cal Works o TANF les puede reducir su asignación mensual por cada hijo(a).
- Se les puede multar hasta \$2,500 por cada hijo(a).

Si su hijo(a) está ausente o tiene que faltar durante una parte del día escolar:

1. Concierte todas las citas de su hijo(a) para después de la jornada escolar, los fines de semana o las vacaciones.
2. Si la cita tiene que ser durante las horas de clase, por favor haga que su hijo(a) asista a clase antes de la cita y/o regrese después de ésta para estar hasta el fin del día escolar.

3. Llame a la escuela para avisar que su hijo(a) estará ausente y por qué. Si lo permite el tiempo, comuníquese con el (los) maestro(s) de su hijo(a) antes del día de la ausencia para obtener información sobre las tareas. Los alumnos de secundaria o preparatoria deben hacer planes al respecto con sus maestros de antemano.
4. Cuando su hijo(a) regrese a la escuela, usted debe enviarles una nota a sus maestros o a la oficina de asistencia escolar para comunicarle las fechas y el motivo de la ausencia.
5. Cuando su hijo(a) esté ausente, hable siempre con su(s) maestro(s) inmediatamente después de su regreso a clase para averiguar cuáles son las tareas para la casa, los exámenes y las tareas relacionadas con el curso a fin de que su hijo(a) no se atrase académicamente. Los alumnos de secundaria y preparatoria tienen la responsabilidad de averiguar cuáles son las tareas que deben hacer.
6. Según lo estipulado en las normas del distrito escolar, se les puede obligar a los alumnos a reponer el tiempo de los días de ausencias injustificadas o sin permiso mediante la asistencia a un programa de clases sabatinas.

Gracias por su apoyo y su cooperación. Si usted tiene alguna pregunta o inquietud, haga el favor de comunicarse con _____.

Atentamente,

Director(a)

ATTENDANCE POLICY: SECONDARY, ELEMENTARY AND KINDERGARTEN

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

BULLETIN NO. 1292
July 8, 2005

APPENDIX M

Attendance Symbols

Excused Absences

Recorded as:

Elementary circled "100"

Secondary "1"

Illness or injury
Medical Appointment
Dental Appointment
Quarantine
Jury Duty (Student over 18)
Illness or Medical Appointment of a child of whom the student is the custodial parent
Exclusions by School Nurse

- Immunizations (5 days per incident)
- Lice (should take one day to clean up, but all days are excused)

Funeral of Immediate Family Member

- One day in state
- Three days out of state

Other Excused Absences With Prior Principal Approval

Recorded as:

Elementary circled "100"

Secondary "5"

Employment conference
Court Appearance
Attendance at a Funeral Service
Religious Holiday or Retreat
Take Your Child to Work Day
Other Justifiable Personal Reasons Requested by the Parent

** Students are allowed to complete make-up assignments or tests*

Unexcused Absences

Recorded as:

Elementary un-circled "100"

Secondary "2"

Running errands for family
Vacations or trips
Unverified illness
Family emergency
Babysitting
Inclement weather
Missed bus
Take Your Child to Work Day (Without Prior Approval)

Truancy Symbols

Elementary

3
100

Secondary "3"

Tardy Symbols Elementary & Secondary

T (# of minutes)

e.g. T₁₅, T₂₃

Suspension

Elementary circled "100"

Secondary "4"

** For other Secondary In-School Attendance Symbols refer to SSIS or ISIS*

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

BULLETIN NO. 1292
July 8, 2005

APPENDIX O

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)
(Address)
(City, State)

RE: _____

Student ID# _____

Dear _____ :

Our attendance records show that for this school year, your child has been marked absent from school or tardy for more than 30 minutes (or any combination thereof), without valid excuse for nine or more days. The dates of absence or tardy are: _____

The California State Education Code, Section 48200, states that it is the responsibility of the parent or guardian, or adult custodian to see that their child attends school full time and on time every day. In addition, Section 48260 of the Education Code states: "Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse on three occasions or tardy for more than 30 minutes in a school day on three occasions in one school year is a truant and will be reported to the attendance supervisor or the superintendent of the school district."

Previous school and home interventions have not proved successful.

Your child is a habitual truant in accordance with Section 48262 and this is your notification that a referral has been made to the Office of Pupil Services and Attendance (PSA), requesting the initiation of the legal interventions at the disposal of their office to resolve this chronic attendance problem.

A PSA Counselor will be contacting you to solve this problem before legal action is taken. However, you may be referred to the School Attendance Review Board (SARB) where all school, community, legal and other resources will be reviewed to assist in the resolution of your child's chronic attendance problem.

Sincerely,

Principal

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES
Oficina de Salud Estudiantil y Servicios Humanos

BOLETÍN N° 1292
8° de julio de 2005

APÉNDICE O

(SCHOOL LETTERHEAD)

(Parent/Guardian Name)
(Address)
(City, State)

(Date)

RE: _____

N° de identificación _____

Estimado(a)(os) :

Nuestros registros de asistencia revelan que durante este año lectivo su hijo(a) _____ ha estado ausente de la escuela sin excusa válida nueve días enteros o ha llegado tarde por más de 30 minutos durante la jornada escolar (o cualquier combinación de lo anterior) durante los siguientes días. Las fechas de las ausencias o llegadas tarde son: _____

En el Artículo 48200 del Código de Educación de California se declara que el padre, la madre, el tutor u otra persona que tenga la tutela del menor tiene la responsabilidad de asegurarse de que su hijo(a) asista a la escuela durante toda la jornada escolar y puntualmente todos los días. Además, en el Artículo 48260 del Código de Educación se estipula lo siguiente: “Todo alumno sujeto a educación obligatoria de tiempo completo o a educación de continuación obligatoria que esté ausente de la escuela sin excusa válida en tres oportunidades o llegue con más de treinta minutos de atraso en tres oportunidades en un solo año lectivo está ausente sin justificación y se le dará parte al respecto al supervisor de asistencia o al superintendente del distrito escolar.”

Las intervenciones previas realizadas en la escuela y en el hogar no han tenido éxito.

Su hijo(a) está ausente frecuentemente sin justificación según el Artículo 48262, y esta carta tiene como fin notificarle que se le ha remitido su caso a la Oficina de Servicios al Alumnado y Asistencia (PSA, por sus siglas en inglés), mediante lo cual se solicita la iniciación de las intervenciones legales que están a la disposición de su oficina para resolver este problema de ausencias crónicas.

Un consejero de PSA se pondrá en contacto con usted para resolver este problema antes que se tomen medidas legales. Sin embargo, se le puede remitir su caso a la Junta de Revisión de Asistencia Escolar (SARB, por sus siglas en inglés), donde se revisarán todos los recursos escolares, comunitarios, legales, etc., para ayudar a resolver el problema crónico de la inasistencia de su hijo(a).

Atentamente,

Director(a)

PRE-SARB NOTIFICATION-ELEMENTARY AND SECONDARY

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

BULLETIN NO. 1292
July 8, 2005

APPENDIX P

(SCHOOL LETTERHEAD)

Date: _____

Student's Name: _____

D.O.B.	Grade	Track
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I declare that I am the parent/guardian of _____ and I am withdrawing my son/daughter from this school due to the following reason:

- ☐ Moving to another city in the State of California
- ☐ Moving to another state
- ☐ Moving to another country
- ☐ Enrolling in a private school
- ☐ Enrolling in another public school

I assure you that I will enroll my son/daughter in a school within a reasonable period of time.

My son/daughter will be attending school in the city of _____, State of _____ (if known).

I declare under penalty of perjury under the laws of California that the above statements are true and correct.

Parent/Guardian's Name

Parent/Guardian's Signature

New Address

New Phone Number

Date

PARENT ASSURANCE LETTER

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES
Oficina de Salud Estudiantil y Servicios Humanos

BOLETÍN N° 1292
8° de julio de 2005

APÉNDICE P

(SCHOOL LETTERHEAD)

Fecha:

Nombre del estudiante: _____

Fecha de nacimiento: _____ Grado: _____ Ciclo: _____

Mediante la presente declaro que soy el padre/tutor de _____ y que deseo retirar a mi hijo(a) de esta escuela debido a lo siguiente:

- ☐ Nos mudaremos a otra ciudad dentro del Estado de California.
- ☐ Nos mudaremos a otro Estado.
- ☐ Nos mudaremos a otro país.
- ☐ Lo(a) matriculé en una escuela privada.
- ☐ Lo(a) inscribí en otra escuela pública.

Doy mi palabra de que inscribiré a mi hijo(a) en otra escuela dentro de un período de tiempo razonable.

Mi hijo(a) asistirá a una escuela en la ciudad de _____, Estado de _____
_____ (si ya cuenta con esta información).

Declaro, bajo pena de perjurio, conforme a las leyes del Estado de California, que lo antedicho es verdadero y correcto.

Nombre de los padres/tutores

Firma de los padres/tutores

Nuevo domicilio

Nuevo número telefónico

Fecha

**CARTA PARA LOS PADRES DE FAMILIA DE AFIRMACIÓN Y PROMESA
DE LOS PADRES DE FAMILIA O TUTORES LEGALES**