



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Initial Notification of Truancy (1<sup>st</sup> NOT) Central Automation and School Generated (2<sup>nd</sup> and 3<sup>rd</sup> NOT) Procedures

**NUMBER:** REF-5464.7

**ISSUER:** Rowena Lagrosa, Interim Executive Director  
Student Health and Human Services

**DATE:** August 3, 2018

**ROUTING**  
All Employees  
PSA Field Coordinators  
PSA Counselors

**PURPOSE:** The purpose of this Reference Guide is to ensure compliance with state law regarding student truancy identification and parent notification. Procedures are outlined for the central generation and distribution of the Initial Notification of Truancy (NOT) and the school generated and distributed second and third NOT letter to parents/legal guardians of truant and habitually truant students. Continuation High Schools, City of Angels, Carlson Home and Hospital Schools are not included in this process and must continue to generate and mail all notifications, including the Initial NOT manually.

**MAJOR CHANGES:** This Reference Guide replaces REF-5464.6, *Initial Notification of Truancy (1<sup>st</sup> NOT) Automation Procedures*, dated August 17, 2017. The School Site Quick Reference Sheet (Attachment A) has been updated with a new Notification of Truancy Process Timeline for the 2018-19 school year and the process for school sites to generate and mail the second and third truancy letters.

Schools must exercise due diligence to clear unexcused absences and/or tardies/leave earlies for which they have received and verified a valid excuse. Unexcused tardies/leave earlies of 30 minutes or more shall be converted to reason code 3 (non-compliant) by school personnel in order to be counted toward truancy identification. Only tardies/leave earlies (LE) of 30 minutes or more may be converted to a reason code 3 and will be included in the truancy count. If schools code any tardies and/or leave earlies (LE) less than 30 minutes with reason code 3 they are incorrectly adding to a student’s truancy identification count.

To access a list of students who qualify for or who have received an Initial Notification of Truancy, go to the Student Truancy Report screen located under the Admin tab in MiSiS. The functionality to generate the second and third truancy letters is now available through the Student Truancy Report under the Admin section in MiSiS.

An electronic copy of the mailed Initial NOT letter will be available in the student’s MiSiS profile in the Attendance Notification section located under the Letters tab. Schools will no longer receive a paper copy of the Initial NOT.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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For information on how to access truancy information visit the MiSiS website <http://achieve.lausd.net/misis> and click on Job Aids to find *Student Truancy Report*, *Attendance Notification Screen* and *Mailed Truancy Letter Report*.

Schools are required to clear and update enrollment and attendance records during the current school year. Schools shall update absence reason codes within 10 instructional days upon receipt of a parent's note excusing the absence, if the parent provided the note within the 10 instructional day window allowed (page 1, LAUSD Parent Student Handbook). Corrections and updates are not allowed after the school year has closed. All schools must update all attendance records for the 2018-2019 school year, no later than June 30, 2019.

A student's entry date should align with their first day of in seat attendance. Schools should identify absent students as a No Show within MiSiS at the end of the first instructional day. This process will remove the student's enrollment and class schedule. When these students re-enroll after the first day of school, their entry date will be correctly aligned with their section start date. Failure to flag a student as a No Show or failure to update their entry date may result in unexcused absences being counted erroneously towards truancy identification.

To access the most updated instructions on the No Show process and on Updating the Entry Date to the First Day of Attendance, as well as viewing, generating and printing Notifications of Truancy, visit the MiSiS Resources and Job Aids website <http://achieve.lausd.net/Page/8061>.

### **INSTRUCTIONS: BACKGROUND**

Truancy negatively impacts our students, families, schools, and communities. Poor attendance at all grade levels, including kindergarten, directly impedes academic performance. Additionally, poor attendance is one of the strongest early predictors of student dropout.

California Education Code (E.C.) section 48200 states that each person between the ages of 6 and 18 years shall attend school for the full length of the school day. E.C. section 48260 defines truancy as absence from school without a valid excuse; three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. E.C. section 48260 also mandates that school districts notify a pupil's parent/legal guardian upon a pupil's initial classification as a truant. To comply with this mandate, LAUSD has automated the Initial Notification of Truancy (1<sup>st</sup> NOT). In addition, schools are required to generate and mail the 2<sup>nd</sup> and 3<sup>rd</sup> NOT letters through the Student Truancy Report screen under the Admin tab in MiSiS.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

Each principal is responsible for the daily attendance accounting of all students under his/her supervision and shall establish clear marking procedures. To avoid students being incorrectly identified as truant and erroneously receiving the NOT letters, all office and support staff shall establish attendance marking procedures when students are in their offices (e.g., nurse, dean, counselor, etc.). Absences, tardies, leave early times, and reasons for absences are to be recorded promptly.

To ensure accuracy of attendance records, principals shall ensure:

- Student attendance is recorded daily, accurately, and in a timely manner for students in all class periods.
- All teachers are provided with Five Column Roster reports at the beginning of each semester and periodically as needed.
- School office staff retains a master copy of the Five Column Roster reports, generated at the beginning of each semester and periodically as needed.
- The Attendance Not Submitted report is generated at least once per day to verify that all attendance has been submitted and followed-up on as needed.

All teachers are mandated by E.C. 44809, California Commission on Teacher Credentialing, UTLA Contract, and District policy to take attendance daily.

Teachers are required to:

- Submit and certify attendance in MiSiS every day for each class during the first 15 minutes.
- Record students as present, absent, tardy or left early including reason code and time in/out as appropriate.
- Record attendance on a printed Five Column Roster when unable to submit attendance in MiSiS on the same day of instruction, due to technical issues. Teachers are to add the names of any students not listed and cross out the names of any dropped students and sign and date the report.

Inaccurate and incomplete attendance records cause errors in truancy identification, loss of revenue, expose the District to potential fines in the event of an audit by the state, and prevent appropriate interventions for absent students. Teachers who do not submit attendance regularly should be counseled by their principal and assisted with meeting this required duty.

### I. TRUANCY IDENTIFICATION

#### **Definition of a Truant**

The California Legislature defined a truant in very precise language. In



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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summary the law states that a student missing more than 30 minutes of instruction without an excuse three times during a school year is classified as a truant and shall be reported to the proper school authority. This classification and referral helps emphasize the importance of school attendance and is intended to help minimize interference with instruction. Accurate coding of absences, tardies, and/or early leaves in MiSiS is essential to ensure truancy identification and support intervention efforts.

### **Education Code (EC) Section 48260- Definition of Truancy** (*selected text*)

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

(c) For purposes of this article, a valid excuse includes, but is not limited to, the reasons for which a pupil shall be excused from school pursuant to Sections 48205 and 48225.5 and may include other reasons that are within the discretion of school administrators and, based on the facts of the pupil's circumstances, are deemed to constitute a valid excuse.

In addition to the reporting requirement, the law states that the school district must notify the parent or guardian of the student's classification "truant" by the most cost-effective method possible, and the notification must include specific information related to the student's unexcused absences.

### **Truancy Identification and Initial Notification**

It is the parent's/guardian's responsibility to provide an explanation for their child's absence within ten (10) days after the student returns to school. Upon learning the reason(s) for a student's absence from a parent/guardian, the following staff may verify the validity of an absence excuse (CA Code of Regulations, Title 5, Section 421):

- School or Public Health Nurse
- Attendance Supervisor (e.g., PSA Counselor)
- Physician
- Principal
- Teacher
- Any other qualified employee of a school district assigned to make such verification.

School staff authorized to verify absence excuses may, when presented facts that call into question the authenticity or validity of the excuse,



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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request additional information in support of the absence excuse and/or may refuse to excuse the absence (CA Code of Regulations, Title 5, Section 306). If school staff have made and documented reasonable efforts to obtain an explanation for an absence from the parent/legal guardian, uncleared absences may be converted to reason code 2, Unexcused or 0, No Note. This policy is communicated to parents/guardians in the Parent-Student Handbook each year.

LAUSD students between the ages of 6 and 18 years who have accumulated three or more of the following in one school year are considered truant:

- i. Unexcused/uncleared absences (reason codes of 0, 2, 3, or UC)
- ii. Tardies and/or leave earlies of 30 minutes or more with a reason code 3 (verified and coded by school site personnel)

To accurately identify students as truant, schools shall ensure that every unexcused tardy and left early of 30 minutes or more is coded with reason code 3. Unexcused tardies or leave earlies of 30 minutes or more will only count toward truancy classification if they are coded with a reason code 3.

If no reason code is assigned to an absence, the absence remains as uncleared (UC) and will be counted towards truancy classification after the 10<sup>th</sup> school day following the day of absence. All other absences for which a valid excuse was not provided will be counted toward truancy classification (reason codes 0, 2 and 3). Please note that MiSiS does not automatically convert uncleared or no note absence reason codes to any other absence reason code.

All qualifying absences, tardies, and/or leave earlies within a school year will be counted toward truancy identification. Parents/legal guardians will be mailed an Initial NOT (refer to Attachment A for the School Site Quick Reference Sheet, Attachment B for a description of reason codes and Attachments C-E for sample truancy letters).

If a student has one or more of the qualifying absence reason codes in one school day, that school day is counted only once towards the classification of truancy.

Schools should utilize the Uncleared Absences Report and the Unresolved Absences Screen to clear absences and help identify students who qualify for truancy classification. To access a list of students who qualify for or who have received an Initial Notification of Truancy, go to the Student Truancy Report screen located under the Admin tab in MiSiS.

Schools shall generate the second and third truancy letters through the Student Truancy Report under the Admin section in MiSiS. Second and third truancy



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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letters shall be generated by the school when the identification criterion is met. Unexcused or uncleared absences accumulated at any LAUSD school within the same school year are counted toward the classification of truancy. Schools shall utilize the identification criteria outlined in sections IV and V of this policy to assess which students qualify for the second and third truancy letters.

Truancy Letters should be sent during the same school year. For example when only the Initial NOT was mailed out during the school year, the school cannot begin by sending truancy letter #2 the following school year. Schools must restart the truancy notification process each school year, issuing truancy letters #1, #2 and #3 as appropriate based upon the student's attendance record in the current year.

## II. ABSENCES NOT COUNTED TOWARD TRUANCY IDENTIFICATION

Excused absences do not count towards the classification of truancy. **Education Code Section 48205** delineates what types of absences may be excused by a person authorized to excuse absences under the California Code of Regulations, Title 5 - Section 421. A parent note that does not include a valid, excusable reason for absence should not be coded as excused. Refer to the "Elementary and Secondary Absence Reason Codes" table (Attachment B) for a breakdown of reason codes for all absences, tardies, and leave earlyies.

Valid and excusable reasons for absences include, but are not limited to:

1. Excusable absences (reason codes 1M, 1N, 1P)
  - i. Illness or injury of pupil
  - ii. Illness or medical appointment during school hours of a child of whom the pupil is a custodial parent
  - iii. Funeral of an immediate family member (may include any relative residing with the pupil)
    - 1 day: in state
    - 3 days: out-of state and/or country
  - iv. Jury Duty
  - v. Medical, dental, optometrical or chiropractic services
  - vi. Quarantine under the direction of a county or city health officer
  - vii. Attending a Pupil's naturalization ceremony to become a United States citizen

For any student with a history of excessive parent excused absences (reason code 1P), schools may revoke a parent's privilege to excuse absences using the following procedures:

- i. For individual students, schools shall hold a School Attendance



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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Review Team meeting (SART) or parent conference and indicate on the SART contract or via a letter to the parent that a parent note will no longer excuse the student's absences from school. An Attendance Alert should be entered for the student under their MiSiS profile. To access the most updated instructions on managing Attendance Alerts, visit the MiSiS Resources and Job Aids website <http://achieve.lausd.net/Page/8061>.

- ii. Through a standard, written attendance policy schools may limit the number of absences that may be excused by a parent note (e.g., the school will accept up to 7 parent notes per year and then require additional documentation to verify and excuse additional absences). Schools shall provide this policy to parents in writing at least two times during the school year, including the beginning.

Schools should consult with Local District Pupil Services Field offices as needed.

2. Administrator Approval -Justifiable Personal Reasons (reason code 5) Although absences for any reason are discouraged, Administrator Approval of Student Absence Form (Attachment F) may be provided to parents/guardians requesting administrator approval for "justifiable personal reason" absences.

These absences include, but are not limited to:

- Active military duty (immediate family member; maximum 3 days)
- Court appearance
- Educational conference offered by non-profit organization (legislative/judicial)
- Employment conference
- Entertainment industry- no more than 5 consecutive days or maximum of 5 absences per school year
- Funeral service (extended days)
- Medical exclusion or exemption
- Member of a precinct board for an election
- Observance of religious or cultural holiday, ceremony, or secular historical remembrance
- Participation in not-for-profit performing arts organization (maximum 5 per school year)
- Pre-arranged Mental health services (mental health day treatment)
- Religious instruction (attend minimum school day no more than 4 days per school month)
- Religious retreat (shall not exceed 4 hours per semester)
- Revoked suspension through appeal's procedure
- "Take Your Child to Work Day"



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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School sites shall retain copies of completed and approved/denied Administrator Approval of Student Absence Forms (Attachment F) in the same location as all other absence notes and maintain them with all absence notes for audit purposes for five years.

3. School Bus (reason code SB)
  - This reason code is used when a student was absent or tardy due to the school bus (LAUSD only)

### III. FIRST (1<sup>st</sup>) TRUANCY NOTIFICATION LETTER

In order to prepare for the District mailing of the Initial NOT, designated staff at each school site shall refer to the School Site Quick Reference Sheet (Attachment A) to obtain the process timeline in complying with these procedures.

Initial NOTs are generated and mailed monthly from the Central Office to each qualifying student's parent/guardian. An electronic copy of the mailed Initial NOT letter will be available in the MiSiS student profile in the Attendance Notification section located under the Letters tab.

Before the Central Office generates the final list of students eligible for the Initial NOT each month, designated school-site staff shall clear all absences for which a valid excuse has been provided (within ten instructional school days of receiving the valid excuse and when verified by designated school personnel).

It is recommended that designated staff clear absences on a daily or weekly basis throughout the school year to ensure that only students who qualify receive a NOT letter. Schools should regularly generate the MiSiS Uncleared Absence Report to identify students with uncleared absences and attempt to obtain verification for absence from parents/guardians. Schools should also generate a qualifying list of students eligible for an Initial NOT through the Student Truancy Report screen to help identify students with absences that qualify them to receive an Initial NOT letter.

Undeliverable NOT Letters will be mailed to the school for which the letter was generated. For currently enrolled students, schools shall verify the address, review the student's emergency information form and update the information in MiSiS, if necessary. Schools shall ensure that returned letters are provided to the parent/guardian either via standard mail (when new address is available) or in person, regardless of where the trancies occurred. Parents/legal guardians can clear absences within 10 school days at the school where trancies dates occurred.

#### Non-Enrolled Students (audit purposes)

For students who are no longer enrolled at the school site, store returned





## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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letters in the student's attendance file. Digital copies are maintained by the central office to be submitted for Mandated Cost Recovery at the end of each school year.

#### IV. SECOND (2ND) TRUANCY NOTIFICATION LETTER

##### **Second Notice of Truancy**

Education Code Section 48261 states that any pupil who has once been reported as a truant and who is again absent from school without valid excuse one or more days, or tardy/left early without a valid excuse (30 minutes or more) on one or more days, shall again be reported as a truant to the attendance supervisor or the superintendent of the district.

The 2nd Truancy Notification Letter (Attachment D Sample) complies with Education Code Section 48261 by requesting a parent conference. This letter shall be sent on or after the 4<sup>th</sup> unexcused absence, tardy or early leave over 30 minutes or partial day or any combination thereof, but may only be sent after the 1st Initial Notification of Truancy Letter has been mailed and the parent has been given at least 10 instructional days after the 1<sup>st</sup> truancy notification letter is mailed to respond to the initial notification. Note that only the "UC" absences that are more than 10 days old may be included in the count toward truancy identification.

Unexcused tardies and leave earlies of 30 minutes or more must be verified by the school site as unexcused and coded with a reason code 3, otherwise they will not count toward truancy classification.

Schools shall establish procedures for the designee responsible for generating and mailing the 2<sup>nd</sup> Notification of Truancy Letter for students who have received the Initial NOT and have had at least one additional qualifying unexcused absence, tardy and/or leave early of 30 minutes or more.

The 2nd Truancy Notification Letter must be generated by school personnel manually in MiSiS and shall be mailed by the school site to the parent/guardian.

- A. Schools can access a qualifying list of students and generate the 2nd truancy notification letter by going to the Student Truancy Report screen under the Admin tab in MiSiS.
- B. Schools should generate the list of students who qualify for the 2nd truancy notification letter on a monthly basis at least 10 instructional days (minimum) after the central office automation for each evaluation period (refer to Attachment A).



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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- C. The 2nd truancy notification letter requests a parent conference to discuss the student's attendance. The principal shall assign a designee to hold the parent conference.

For information on how to access truancy information visit the MiSiS website <http://achieve.lausd.net/misis> and click on Job Aids to find *Student Truancy Report*, *Attendance Notification Screen* and *Mailed Truancy Letter Report*.

### V. THIRD (3RD) TRUANCY NOTIFICATION LETTER

#### **Habitual Truancy Reclassification**

Education Code Section 48262 states that any pupil is deemed an habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 (Initial Truancy) or Section 48261 (Parent Conference Request, 2<sup>nd</sup> Truancy). For the purposes of this section, a conscientious effort means attempting to communicate with the parents of the pupil at least once.

#### **Third Notice: Habitual Truancy**

The 3rd Truancy Notification Letter (Attachment E) complies with Education Code Section 48262 by reclassifying the student as a habitual truant. This letter shall be sent on or after the 5<sup>th</sup> unexcused absence, tardy or early leave over 30 minutes or partial day or any combination thereof, but may only be sent after the 1st and 2<sup>nd</sup> Notifications have been mailed and the parent has been given the opportunity to respond to the notifications. Parents shall be given at least 10 instructional days after the 2<sup>nd</sup> truancy notification letter is mailed to receive and respond before a student is reclassified as a "habitual truant." In addition, reclassification shall only occur after an appropriate school employee has made a conscientious effort to hold at least one meeting with the parent and the student. Note that only the "UC" absences that are more than 10 days old may be included in the count toward truancy identification.

Unexcused tardies and leave earlies of 30 minutes or more must be verified by the school site and coded with a reason code 3, otherwise they will not count toward truancy classification.

Schools shall establish procedures for the designee responsible for generating and mailing the 3rd Notification of Truancy Letter (Attachment E) for students who have received the Initial NOT, the 2nd Notification of Truancy Letter (Attachment D), and have had at least one additional qualifying unexcused absence, tardy and/or leave early of 30 minutes or more.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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The 3rd Truancy Notification Letter must be generated by school personnel manually in MiSiS and shall be mailed by the school site to the parent/guardian.

- A. Schools can access a qualifying list of students and generate the 3rd truancy notification letter by going to the Student Truancy Report screen under the Admin tab in MiSiS.
- B. Schools should generate a list of students who qualify for the 3rd truancy notification letter on a monthly basis after the 2<sup>nd</sup> notification has been sent in alignment with the central office automation for each evaluation period (refer to Attachment A).
- C. The 3<sup>rd</sup> truancy notification letter informs the parent/guardian of the student's classification as a "habitual truant." The principal shall assign a designee to follow-up with parents/guardians and provide support to address attendance issues for habitually truant students. Schools may contact their local district SARB Chairs for additional guidance.

For information on how to access truancy information visit the MiSiS website <http://achieve.lausd.net/misis> and click on Job Aids to find *Student Truancy Report, Attendance Notification Screen* and *Mailed Truancy Letter Report*.

For additional resources school personnel should refer to The School Attendance Review Board (SARB) Intervention Guide for Schools, on the Pupil Services Website <http://pupilservices.lausd.net> under the "Educators" area.

In addition, schools shall:

- Follow the Mandated Truancy Notification Procedures outlined in the BUL-4926.2, Attendance Manual: Policy and Procedures and REF-6554.3, 2018-2019 Opening Day Procedures: Supplemental Guide and Updates
- Provide interventions for students who have excessive absences and supporting parents/legal guardians in need of assistance or resources
- Make a contentions effort to hold at least one parent conference (via the second Notification of Truancy Letter, as required)
- Re-classify truant students as habitually truant (via the third Notification of Truancy Letter, as required)
- Establish a system of due diligence for students with ten or more days of consecutive absences. All reasonable efforts should be made to locate non- attending students before a school-initiated withdrawal.
- Ensure that the withdrawal date for all students who are checked out is their last day of in-seat attendance



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- Refer to the Pupil Services website for additional materials, resources, and information regarding attendance and/or truancy notification, prevention, and intervention.

**RELATED RESOURCES:**

- BUL-4926.2, [Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools](#), dated March 1, 2013.
- REF-6554.3, *2018-2019 Opening Day Procedures: Supplemental Guide and Updates*.

**ASSISTANCE:**

For assistance or further information, please contact:

Local District	PSA Field Office
Northwest	(818) 654-3693
Northeast	(818) 686-4444
West	(310) 235-3766
Central	(213) 241-0158
East	(323) 224-5905
South	(310) 354-3400

- Office of Data and Accountability at (213) 241-2460
- For MiSiS questions, contact the ITD Service Desk at (213) 241-5200 or <http://techsupport.lausd.net/>
- For pupil records or legal questions, Office of General Counsel at (213) 241-6601



**SCHOOL SITE QUICK REFERENCE SHEET  
NOTIFICATION OF TRUANCY (NOT) LETTERS**

**ABSENCE/ TARDY/ LEAVE EARLY REASON CODES QUALIFYING FOR TRUANCY  
IDENTIFICATION**

Reason Code	Description	Explanation / Examples
2	Unexcused	For a complete list of Elementary & Secondary Reasons Codes, refer to Attachment B. Examples include, but are not limited to: <ul style="list-style-type: none"> <li>• Running errands for family</li> <li>• Babysitting</li> <li>• Transportation problems</li> <li>• Unverified absence/tardy (no reason provided after 10 days with due diligence)</li> <li>• "Take Your Child to Work Day" (without administrator approval)</li> <li>• "Extended Funeral Absences" (without administrator approval)</li> <li>• Tardy or Leave Early less than 30 minutes</li> <li>• Vacations or trips</li> <li>• Family emergency</li> <li>• Inclement weather</li> </ul>
3	Non-Compliant	<ul style="list-style-type: none"> <li>• Absent from class without school or parent/legal guardian permission</li> <li>• Tardy or Leave Early of 30 minutes or more without a valid excuse (when verified by school-site personnel will count toward truancy classification).</li> <li>• Unexcused absence post SART/SARB contract.</li> </ul>
UC	Uncleared	<ul style="list-style-type: none"> <li>• No documentation received, no attempts made by school (reason code only available for absences)</li> </ul>
0	No Note/ No Explanation	<ul style="list-style-type: none"> <li>• Parents have 10 days to submit verification for student absences as stated in the Parent-Student Handbook. Schools may mark an absence a 0-No Note/ No Explanation after 10 school days following an absence if no explanation was received.</li> </ul>

**INITIAL NOTIFICATION OF TRUANCY PROCESS TIMELINE**

Dates Evaluated for Truancy	Reason Codes Updated By:	Central Office Generates Final List of Students Eligible	Central Office Mails Initial Truancy Letter	2 <sup>nd</sup> NOT Mailed (after 10 days for parent/guardian to receive and respond)
<b>2018 - 2019</b>				
7/01/18 – 8/31/18	9/18/18	9/19/18	10/3/18	10/17/18
7/01/18 – 9/30/18	10/12/18	10/15/18	10/29/18	11/13/18
7/01/18 – 10/31/18	11/15/18	11/16/18	12/07/18	1/11/19
7/01/18 – 11/30/18	12/14/18	12/17/18	1/14/19	1/29/19
7/01/18 – 12/31/18	1/22/19	1/23/19	2/06/19	2/21/19
7/01/18 – 1/31/19	2/14/19	2/15/19	3/4/19	3/18/19
7/01/18 – 2/28/19	3/14/19	3/15/19	3/29/19	4/22/19
7/01/18 – 3/31/19	4/22/19	4/23/19	5/07/19	5/21/19
7/01/18 – 4/30/19	5/14/19	5/15/19	5/30/19	
7/01/18 – 5/31/19	6/14/19	6/17/19	7/01/19	
7/01/18 – 6/30/19	6/28/19	7/1/19	7/16/19	

**SCHOOL SITE PROCEDURES FOR INITIAL NOTIFICATION OF TRUANCY**

1. The Initial Notification of Truancy (NOT) letter is generated centrally on the dates indicated above.
2. Before the Central Office generates the final list of students eligible for the Initial NOT letter, designated school-site staff must update reason codes for which the school has received and accepted a valid excuse.
3. It is recommended that designated staff clear absences on a daily/weekly basis each month throughout the school year to ensure only students who qualify receive a NOT letter.
4. Note that only "UC" absences more than 10 days old at the time to report is generated will be counted toward truancy identification.

**SCHOOL SITE PROCEDURES FOR LETTERS 2 AND 3**

1. Designated school-site staff is responsible for generating and mailing the Second (2<sup>nd</sup>) and Third (3<sup>rd</sup>) truancy letters.
2. The 2nd Truancy Notification Letter shall be sent by the school on or after the 4th unexcused absence, tardy or early leave over 30 minutes or partial day or any combination thereof, but may only be sent after the 1st Initial Truancy Notification Letter has been mailed and 10-day window was allowed so parents/guardian have time to receive and respond.
3. The 3rd Truancy Notification Letter shall be sent by the school on or after the 5th unexcused absence, tardy or early leave over 30 minutes or partial day or any combination thereof, but may only be sent after the 1st and 2nd Notifications have been mailed and 10-day window was allowed so parents/guardian have time to receive and respond.
4. Note that only "UC" absences more than 10 days old at the time the report is generated may be counted toward truancy identification.



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT B

## ELEMENTARY & SECONDARY REASON CODES

For audit purposes, schools shall retain documentation of all absences for five school years.

### Excused Absences, Tardies & Left Early

1M	Excused Absence Verified by Medical Professional	<ul style="list-style-type: none"> <li>• Illness or injury of pupil</li> <li>• Illness or medical appointment of a child (only when the pupil is the custodial parent)</li> <li>• Medical, dental, optometrical, or chiropractic services</li> <li>• Quarantine</li> <li>• Funeral of immediate family member (may include any relative residing with the pupil)                             <ul style="list-style-type: none"> <li>- 1 day: in-state</li> <li>- 3 days: out-of-state and/or country</li> </ul> </li> <li>• Jury duty</li> <li>• Attending a pupil's naturalization ceremony to become a United States citizen</li> <li>• Active military duty (immediate family member; maximum 3 days)</li> <li>• Member of a precinct board for an election (student's older than 18 years of age)</li> </ul>
1N	Excused Absence Verified by School Nurse/Designee	
1P	Excused Absence Submitted by Parent	
5	Administrator Approval-Justifiable Personal Reasons	<ul style="list-style-type: none"> <li>• Court appearance</li> <li>• Educational conference offered by non-profit organization (legislative/judicial)</li> <li>• Employment conference</li> <li>• Entertainment industry- no more than 5 consecutive days or maximum of 5 absences per school year</li> <li>• Funeral service (extended days)</li> <li>• Medical exclusion or exemption</li> <li>• Observance of religious or cultural holiday, ceremony, or secular historical remembrance</li> <li>• Participation in not-for-profit performing arts organization (maximum 5 per school year)</li> <li>• Pre-arranged mental health services (mental health day treatment)</li> <li>• Religious instruction (attend minimum school day no more than 4 days per school month)</li> <li>• Religious retreat (shall not exceed 4 hours per semester)</li> <li>• Revoked suspension through appeal's procedure</li> <li>• "Take Your Child to Work Day"</li> </ul>
SB	School Bus (Absence) - LAUSD Only	Student was absent due to the School Bus - LAUSD Only

### Unexcused Absences, Tardies & Left Early- Counted Toward Truancy

2	Unexcused	<p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li style="width: 50%;">• Running errands for family</li> <li style="width: 50%;">• Vacations or trips</li> <li style="width: 50%;">• Babysitting</li> <li style="width: 50%;">• Family emergency</li> <li style="width: 50%;">• Transportation problems</li> <li style="width: 50%;">• Inclement weather</li> <li>• Unverified absence/tardy (no reason provided after 10 days with due diligence)</li> <li>• "Take Your Child to Work Day" (without administrator approval)</li> <li>• "Extended Funeral Absences " (without administrator approval)</li> <li>• <i>Late or Leave Early less than 30 minutes (Does not count toward truancy)</i></li> </ul>
3	Non-Compliant	<ul style="list-style-type: none"> <li>• Absent from class without school or parent/guardian permission</li> <li>• Late or Leave Early of 30 minutes or more without a valid excuse (when verified by school-site personnel will count toward truancy classification)</li> <li>• Unexcused absence post SART/SARB contract</li> </ul>

### Unknown Absences- Counted Toward Truancy

UC	Uncleared (when an absence is entered, UC automatically populates)	No documentation received, no attempts made by school (reason code only available for absences). Counts towards truancy if not cleared within 10 school days
0	No note/No Explanation	Parents have 10 instructional days to submit verification for student absences as stated in the Parent-Student Handbook. Schools may mark an absence a 0-No Note/ No Explanation after 10 school days following an absence if no explanation was received.

### Suspension

4	Suspended School	Suspension served out of school
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### Counted as Present (Elementary and Secondary Schools)\*\*

4I*-In-School Suspension	FT* - Field Trip	SC*- Suspended Class	SB - School Bus - LAUSD Only
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### Counted as Present (Secondary Schools Only)\*\*

AO- Attendance Office	CH - Title I Office	GO - Guidance Office	PO - Principal Office
AP - Assistant Principal's Office	CO - Counseling Office	GT - Grade/Track Office	SG* - Student Gov't
AT* - Athletic Team	DO - Dean's Office	HO - Health Office/ Wellness Center	TP* - Testing Program
BI - Bilingual Office	EC* - Extracurricular	MG - Magnet Office	

\*Absence types are approved by California Department of Education (CDE) for Average Daily Attendance (ADA). These absence types are counted as present only in the SMASR/Statistical, and Attendance Totals Reports.

\*\* When used for Tardy or Left Early these reason codes will not count toward Tardy and Left Early totals.



LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE

LOS ANGELES UNIFIED SCHOOL DISTRICT

ATTACHMENT C

Bell Senior High - Track D  
4328 BELL AVE  
BELL, CA 90201

November 7, 2015

To the PARENT(S)/GUARDIAN of:

STUDENT NAME  
HOME ADDRESS  
HUNTINGTON PK, CA 90255

Student ID#: 000000F028

Bell Senior High - Track D 7612

Dear Parent/Legal Guardian:

Good attendance is required for academic excellence. California Education Code section 48260 provides that a pupil (child) subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district. School records indicate that the pupil named above was absent from school without a valid excuse on 3 occasions, beginning with the following dates:

Bell Senior High - Track D 2015-07-07, Bell Senior High - Track D 2015-07-15, Bell Senior High - Track D 2015-07-16

*\*For a complete report of your pupil's absences, contact the school.*

Our goal is to partner with families to ensure that students attend school every day. While the following consequences may appear harsh, based upon your pupil's initial classification as a truant, we are mandated by Education Code section 48260.5 to inform you that:

- *The parent or legal guardian is obligated to compel the attendance of the pupil at school.*
- *Parents or legal guardians who fail to meet these obligations may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 or Part 27 of the Education Code.*
- *Alternative education programs are available in the district.*
- *The parent or legal guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.*
- *The pupil may be subject to prosecution under Education Code section 48264.*
- *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.*
- *It is recommended that the parent or legal guardian accompany the pupil to school and attend classes with the pupil for one day.*

This report is being issued under Education Code section 48264.5(a). As the parent/legal guardian you may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and to develop a joint plan to improve the pupil's attendance

Please recognize that we are required to monitor attendance and notify parents/legal guardians of potential problems with student attendance. If you have concerns about your pupil's attendance or if you believe there is an error in this report, contact the school at (323) 832-4700. The designated attendance personnel will work with you to resolve this issue. We look forward to assisting you.

Sincerely,

Principal

Sample 1st Initial Notification of Truancy



LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE

ATTACHMENT D

LOS ANGELES UNIFIED SCHOOL DISTRICT

Bell Senior High - Track D  
4328 BELL AVE  
BELL, CA 90201

July 28, 2016

To the PARENT(S)/GUARDIAN of:

STUDENT NAME  
HOME ADDRESS  
HUNTINGTON PK, CA 90255

Student ID#: 000000F028

Bell Senior High - Track D 7612

Dear Parent/Legal Guardian:

Earlier this school year, you were notified that the pupil (child) named above was classified as a "truant" under California Education Code section 48260. To date, s/he has accumulated 6 absences without a valid excuse.

Our records indicate that after your pupil was identified as truant this school year, s/he has had at least one (1) additional absence and/or been tardy or absent from school in excess of 30 minutes this school year without a valid excuse on the following date\*:

Bell Senior High - Track D 2015-07-07

\*For a complete report of your pupil's absences, contact the school.

Under Education Code section 48261, a pupil who has once been reported as a truant and who is again absent from school without valid excuse one or more days or tardy on one or more days, shall again be reported to the attendance supervisor or the superintendent of the district.

Education Code Section 48200 states that it is the responsibility of the parent, legal guardian, or adult custodian, having control or charge of a pupil between the ages of 6 and 18 to ensure that the pupil attends school every day, on time and for the full length of the school day. Failure to comply with that requirement may result in criminal prosecution of the parent/legal guardian/adult custodian under Education Code section 48293 or Penal Code Section 270.1.

We need to work together to improve your pupil's attendance. It is important that we determine how to resolve this serious matter and discuss available resources.

Please contact Mrs. Hernandez at 323-832-4700 to schedule a conference to discuss your pupil's attendance within the next five school days.

Sincerely,

Principal

Sample 2<sup>nd</sup> Notification of Truancy Letter- English





**LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE**

**LOS ANGELES UNIFIED SCHOOL DISTRICT**

ATTACHMENT E

Bell Senior High - Track D  
4328 BELL AVE  
BELL, CA 90201

July 28, 2016

**To the PARENT(S)/GUARDIAN of:**

STUDENT NAME  
HOME ADDRESS  
HUNTINGTON PK, CA 90255

Student ID#: 000000F028

Bell Senior High - Track D 7612

Dear Parent/Legal Guardian:

On two previous occasions this school year truancy reports were issued concerning the pupil (child) named above and you have been so notified. Appropriate school personnel have made a conscientious effort to hold at least one conference with you and the pupil.

To date he/she has accumulated 8 absences without a valid excuse. Our records indicate that subsequent to the second truancy report this school year, your pupil has had at least one (1) additional absence and/or been tardy or absent from school in excess of 30 minutes without a valid excuse on the following date\*:

Bell Senior High - Track D 2016-01-05

\*For a complete report of your pupil's absences, contact the school.

Under Education Code sections 48262 and 48264.5 your pupil has been classified as a "habitual truant" and pursuant to section 48263 or section 601.3 of the Welfare and Institutions Code, may be referred to, and required to attend an attendance review board or a truancy mediation program. If the pupil does not successfully complete the truancy mediation program, the pupil may be within the jurisdiction of the juvenile court that may adjudge the pupil to be a ward of the court and may be required to perform court approved community service; pay a fine; attend court approved truancy prevention; or suspension or revocation of driving privileges.

We have met or attempted to meet with you to determine how to resolve this serious matter and offer resources and interventions. Unfortunately, your pupil continues to be absent or tardy without a valid excuse.

Contact Mrs. Hernandez at 323-832-4700 to discuss solutions to ensure your child is academically successful.

Sincerely,

Principal

Sample 3<sup>rd</sup> Notification of Truancy Letter



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

SCHOOL'S LETTERHEAD

ATTACHMENT F

## ADMINISTRATOR APPROVAL OF STUDENT ABSENCE

When a student's absence has been requested, in writing, by the parent/legal guardian and approved by the administrator, it may be considered "Justifiable Personal Reasons" and assigned Reason Code #5. Please provide documentation to support this request.

I, \_\_\_\_\_ parent/legal guardian of \_\_\_\_\_  
D.O.B. \_\_\_\_\_ am requesting Administrator Approval for my son/daughter who will be absent from school for a total of \_\_\_\_\_ hours \_\_\_\_\_ day(s), from (dd/mm/yy) \_\_\_\_\_ to \_\_\_\_\_.

Reason for request:

- Appearance in court
- Attendance at a funeral service (extended days)
- Attendance at an educational conference offered by non-profit organization (legislative/judicial)
- Attendance at an employment conference
- Attendance at a religious retreat (shall not exceed 4 hours per semester)
- Entertainment industry (no more than 5 consecutive days or a maximum of 5 absences per school year)
- Immediate family member on active military duty deploying to combat zone (maximum 3 days bonding time)
- Medical exclusion or exemption
- Member of a precinct board for an election
- Observance of religious or cultural holiday, ceremony, or secular historical remembrance
- Religious instruction (attend a minimum school day no more than 4 days per school month)
- Revoked suspension through appeals procedure
- Participation in not-for-profit performing arts organization (maximum 5 per school year)
- Pre-arranged mental health services (Mental Health Day Treatment)
- "Take Your Child to Work Day"
- Other (please specify): \_\_\_\_\_

Additional details/explanation (Please attach any supporting documentation):  
\_\_\_\_\_  
\_\_\_\_\_

I understand that any absence from school will result in the loss of valuable instructional time and may impact my child's learning and academic achievement.

_____ Parent/Legal Guardian Printed Name	_____ Parent/Legal Guardian Signature	_____ Date	_____ Parent/Legal Guardian Telephone
_____ Administrator Printed Name	_____ Administrator Signature	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

*If approved, student shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion, shall receive credit equal to the credit he/she would have received on the original assignment or test.*

----- Office Use Only -----

Reason Code # 5 has been entered in MiSiS for all applicable dates/class periods.

Information entered by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Name (First, Last)



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

SCHOOL'S LETTERHEAD

ATTACHMENT F-1

## Aprobación de ausencia estudiantil por un administrador

Cuando el padre o tutor legal haya solicitado la ausencia de un alumno(a) por escrito y dicha ausencia haya sido aprobada por un administrador, se puede considerar como "razones personales justificables" y asignarse el código del motivo # 5. Por favor, proporcione la documentación para apoyar esta solicitud.

Yo, \_\_\_\_\_, padre, madre o tutor legal de \_\_\_\_\_

F.D.N. \_\_\_\_\_ solicito la aprobación administrativa para mi hijo(a), quien estará ausente de la escuela por un total de \_\_\_\_\_ horas \_\_\_\_\_ día(s), del (XX/XX/XX) \_\_\_\_\_ al \_\_\_\_\_.

Motivo de la solicitud:

- Servicio militar activo en zona de combate (miembro de la familia inmediata; 3 días máximo)
- Comparecencia judicial
- Asistencia a un servicio funerario (días extendidos)
- Asistencia a una conferencia educativa ofrecida por una organización sin fines de lucro (legislativa o judicial)
- Asistencia a una conferencia laboral
- Asistencia a un retiro religioso (no excederá 4 horas por semestre)
- Industria del entretenimiento (no más de 5 días consecutivos o un máximo de 5 ausencias por año lectivo)
- Exclusión o exención médica
- La observancia del día de fiesta religioso o cultural, ceremonia, o el recuerdo histórico secular
- Miembro de una junta electoral para elecciones
- Instrucción religiosa (asistir un día escolar mínimo no más de 4 días por año lectivo)
- Suspensión revocada mediante un proceso de apelación
- Participación en una organización de las artes interpretativas sin fines de lucro (máximo de 5 días por año lectivo)
- Servicios de salud mental preestablecidos (Tratamiento diurno de la salud mental)
- "Día para llevar a su hijo(a) al trabajo"
- Otro (sírvase especificar): \_\_\_\_\_

Detalles y explicaciones adicionales (Sírvase adjuntar cualquier documentación justificativa): \_\_\_\_\_

Entiendo que cualquier ausencia de la escuela resultará en la pérdida de valioso tiempo de instrucción y puede afectar el aprendizaje y el rendimiento académico de mi hijo(a).

Nombre del padre o tutor legal en letra imprenta	Firma del padre, madre o tutor legal	Fecha	Teléfono del padre, madre o tutor
Nombre del administrador en letra imprenta	Firma del administrador	Fecha	<input type="checkbox"/> Aprobada <input type="checkbox"/> No aprobada

*Si se aprueba, al alumno(a) se le permitirá completar todas las tareas y exámenes perdidos durante la ausencia que se puedan proporcionar razonablemente y, luego de completarlos satisfactoriamente, recibirá crédito equivalente al crédito que él o ella hubiera recibido en la tarea o examen original.*

----- Office Use Only -----

- Reason Code # 5 has been entered in MiSIS for all applicable dates/class periods.

Information entered by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Name (First, Last)



**FREQUENTLY ASKED QUESTIONS  
NOTIFICATION OF TRUANCY (NOT)**

- Question: ***Why did my child receive an Initial Notification of Truancy (1<sup>st</sup> NOT)?***  
Answer: Any student with three or more unexcused or unexcused absences, tardies or leave earlies of 30 minutes or more during a school year will receive an Initial Notification of Truancy. School staff can refer to these dates in the student information system and review the dates in question.
- Question: ***Why are some of the absences included in the Initial NOT from a previous school my child attended?***  
Answer: The Initial NOT captures all unexcused absences from LAUSD schools during the current school year, regardless of whether your child has changed schools. If you have concerns regarding the accuracy of these dates, you may contact your child's previous school of attendance for more information.
- Question: ***Who sends the Initial NOT?***  
Answer: All Initial NOT's are generated from the District's Central office, based on school attendance records entered by the school.
- Question: ***How often are the Initial NOTs sent?***  
Answer: The Initial NOT's are mailed on a monthly basis; however a student can only receive one Initial NOT per school year. In addition, the school shall follow-up by sending other truancy related letters.
- Question: ***What should I do if I disagree with an absence listed on an Initial NOT?***  
Answer: School staff can review any dates in question with the parent based on the attendance information in the student information system. If a discrepancy persists, schools can inquire with the teacher regarding the date(s) in question. If the parent is not disputing the date of absence but rather the reason code assigned to an absence, the school is to explain the attendance codes to the parent and the criteria used in assigning the reason code.
- Question: ***What should I do if I informed the teacher in advance that my child was going to be absent due to a family emergency but I still received a truancy letter?***  
Answer: The absence was likely coded unexcused with a reason code #2. If the parent had administrator approval for the absence, this absence should be coded with a reason code #5 "Justifiable Personal Reasons" (attendance reason code 5 is considered an excused absence and thus not included in the Initial NOT). If you believe there is an error in attendance reason code, contact the school staff to request a correction.



**FREQUENTLY ASKED QUESTIONS  
NOTIFICATION OF TRUANCY (NOT)**

ATTACHMENT G

- Question: ***Who should parents contact to complain about receiving an Initial NOT?***  
Answer: School staff should handle concerns regarding an Initial NOT as they have the ability to correct an absence/tardy marked in error. Directing parents/legal guardians to the Local District or Central Office, such as Pupil Services, will not resolve parent complaints, as only school site personnel are authorized to make changes to student attendance records in the student information system.
- Question: ***Who can help parents clear or correct attendance reason codes?***  
Answer: Only school-based personnel with student information system edit privileges have the ability to correct absences within 10 school days after the absences occurred.
- Question: ***Why did my child receive a Second 2<sup>nd</sup> NOT Letter?***  
Answer: The Second 2<sup>nd</sup> NOT letter is mailed to students who have received the Initial NOT letter and have had at least one additional unexcused absence or tardy more than 30 minutes.
- Question: ***Why did my child receive a Third 3<sup>rd</sup> NOT Letter?***  
Answer: The Third 3<sup>rd</sup> NOT letter is mailed to students who have received the Initial NOT, the 2<sup>nd</sup> truancy notification letter and have had at least one additional unexcused absence or tardy more than 30 minutes.
- Note:** All corrections to reason codes must be entered in MiSiS within 10 school days following the absence in order to avoid mailing of the Initial NOT. If the Initial NOT was mailed in error, Attachment H must be completed, approved and submitted by the school's administrator to the Pupil Services Central Office.



**PREGUNTAS MÁS FRECUENTES**  
**CARTA DE NOTIFICACIÓN INICIAL AUTOMATIZADA SOBRE EL AUSENTISMO**  
**ESCOLAR INJUSTIFICADO**

Pregunta: ***¿Por qué recibió mi hijo una Notificación Inicial de Ausentismo Escolar?***

Respuesta: Cualquier estudiante que tenga tres o más ausencias injustificadas, retraso o salida temprano de 30 minutos o más sin autorización durante el año lectivo recibirá una Notificación Inicial de Ausentismo Escolar. El personal de la escuela puede ver estas fechas en el sistema de información de los estudiantes y revisar las fechas en cuestión.

Pregunta: ***¿Por qué algunas de las faltas de una escuela anterior a la que mi hijo asistió se incluyen en el la Notificación Inicial de Ausentismo Escolar?***

Respuesta: La Notificación Inicial de Ausentismo Escolar capta todas las ausencias escolares injustificadas a partir del año lectivo en curso, independientemente de que su hijo(a) ha cambiado de escuela o no. Si usted tiene alguna pregunta con respecto a la exactitud de estas fechas, puede comunicarse con la escuela anterior a la que asistió su hijo(a) para obtener más información.

Pregunta: ***¿Quién envía el la Notificación Inicial de Ausentismo Escolar?***

Respuesta: Todas las Notificaciones Iniciales de Ausentismo Escolar se generan desde la oficina del Distrito Central, basada en archivos de asistencia escolares.

Pregunta: ***¿Con qué frecuencia se envían las Notificaciones Iniciales de Ausentismo Escolar?***

Respuesta: Las Notificaciones Iniciales son enviadas mensualmente, pero un estudiante sólo puede recibir una Notificación Inicial de Ausentismo Escolar por año lectivo. Adicionalmente, la escuela seguirá enviando cartas relacionadas con otras faltas escolares.

Pregunta: ***¿Qué debo hacer si no estoy de acuerdo con las ausencias enumeradas en la Notificación Inicial de Ausentismo Escolar?***

Respuesta: El personal escolar puede revisar con los padres cualquier fecha en cuestión basándose en la información de asistencia escolar en el sistema de información estudiantil. En caso de que siga habiendo alguna discrepancia, las escuelas pueden pedir información al profesor con respecto a la(s) fecha(s) en cuestión. Si el padre no está disputando la fecha de la ausencia, si no más bien el código de razón de una ausencia escolar, la escuela debe explicar las normas de asistencia a los padres y los criterios utilizados para asignar el código de razón



**PREGUNTAS MÁS FRECUENTES**  
**NOTIFICACIÓN INICIAL AUTOMATIZADA SOBRE EL AUSENTISMO**  
**ESCOLAR INJUSTIFICADO**

Pregunta: ***¿Qué debo hacer si yo le informé de antemano al profesor de que mi hijo(a) iba a estar ausente debido a una emergencia familiar, pero aún así recibí una Notificación Escolar de Ausentismo Escolar?***

Respuesta: Es probable que la ausencia injustificada se haya codificado con el código de razón # 2. Si el padre tenía aprobación por escrito del administrador de la escuela, la ausencia debe codificarse bajo un código de razón # 5 (ausencias con el código número 5, se consideran ausencias justificadas y por lo tanto no se incluyen en la Notificación Inicial de Ausentismo Escolar). Sólo el personal de la escuela puede corregir los errores del código de la razón de la ausencia.

Pregunta: ***¿Con quién deben ponerse en contacto los padres para quejarse de que recibieron una Notificación Inicial de Ausentismo Escolar?***

Respuesta: Con el personal escolar, ya que ellos tienen la capacidad de corregir una ausencia o llegada tarde que se haya marcado por error. El dirigir a los padres o tutores a uno de los distritos locales o a la oficina central, tales como Servicios Estudiantiles, no va a resolver las quejas de los padres, ya que sólo el personal del plantel de la escuela están autorizados para realizar los cambios en el registro de asistencia escolar de los estudiantes en el sistema de información estudiantil.

Pregunta: ***¿Quién puede ayudar a los padres a corregir o borrar los códigos de asistencia de la razón de la ausencia escolar?***

Respuesta: Solo el personal de la escuela con la autorización de modificar el sistema de información de los estudiantes tiene la capacidad de corregir las ausencias dentro de 10 días que sucedieron las faltas a la escuela.

Pregunta: ***¿Por qué recibió mi hijo(a) una segunda Carta de Ausentismo Escolar?***

Respuesta: La segunda Carta de Ausentismo Escolar es enviado por correo a los estudiantes que han recibido la Notificación Inicial de Ausentismo Escolar y que han tenido por lo menos una ausencia injustificada adicional o llegada tarde mas de 30 minutos.

Pregunta: ***¿Por qué recibió mi hijo(a) una tercer Carta de Ausentismo Escolar?***

Respuesta: La tercer Carta de Ausentismo Escolar es enviado por correo a los estudiantes que han recibido la Notificación Inicial de Ausentismo Escolar, la segundo Carta de Notificación de Ausentismo y que han tenido por los menos una ausencia injustificada adicional o una llegada tarde más de 30 minutos.

**Nota:** Todas las correcciones de los códigos de la razón de la ausencia escolar se deben ingresar en el sistema MiSiS dentro de un período de 10 días después de la ausencia con el fin de evitar que se envíe la Notificación Inicial de Ausentismo Escolar. Si el la Notificación Inicial de Ausentismo Escolar se envió por equivocación y por correo, el administrador de la escuela debe llenar, aprobar y presentar el formulario del Anexo H a la Oficina Central de Servicios Estudiantiles.

## REQUEST FOR REMOVAL OF INITIAL NOTIFICATION OF TRUANCY (NOT) FROM STUDENT RECORD(S)

This form is to be used when one or more students have been issued an automated Initial Truancy Notification and the principal is requesting to have the record removed from the Attendance Notification History Screen due to a school error. Corrections and updates to attendance data and records are not allowed after the school year has closed. School staff is responsible for entering the corrected absence reason codes in MiSiS prior to faxing this completed and approved form.

SCHOOL: \_\_\_\_\_ LOC CODE: \_\_\_\_\_ LD: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ COMPLETED BY: \_\_\_\_\_

**UPDATED IN MiSiS** (*Do not submit unless all records are updated in MiSiS by school personnel*)

<b>Student Name</b> <small>(Last Name, First Name)</small>		<b>10 Digit/District ID#</b>	
<b>Absence Date(s):</b>			
<b>Corrected Reason Code Assigned:</b>			

<b>Student Name</b> <small>(Last Name, First Name)</small>		<b>10 Digit/District ID#</b>	
<b>Absence Date(s):</b>			
<b>Corrected Reason Code Assigned:</b>			

<b>Student Name</b> <small>(Last Name, First Name)</small>		<b>10 Digit/District ID#</b>	
<b>Absence Date(s):</b>			
<b>Corrected Reason Code Assigned:</b>			

<b>Student Name</b> <small>(Last Name, First Name)</small>		<b>10 Digit/District ID#</b>	
<b>Absence Date(s):</b>			
<b>Corrected Reason Code Assigned:</b>			

**Pupil Services will review all removal requests at the end of the school year. Students with less than 3 unexcused absences, tardies or leave earlies of 30 minutes or more, or any combination thereof, will have the Initial NOT removed from their record.**

**\*I certify that we received a valid excuse within the 10 school days allowed and the school attendance records for the student(s) listed above have been corrected.**

---

Principal's Printed Name
Signature
Date

**Fax completed form(s) to Pupil Services Office at (213) 241-6858.**

*\* If additional lines are needed, copy this form and number the pages prior to faxing.*

Page \_\_\_ of \_\_\_\_\_