



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

NUMBER: REF-5464.11

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ROUTING
All Employees
All Principals
PSA Coordinators
PSA Counselors
School Administrative Assistants

PURPOSE: The purpose of this Reference Guide is to ensure compliance with state law regarding student truancy identification and parent notification. Education Code (E.C.) Section 48260 defines truancy as “absent from school without a valid excuse three full days in one school year, or tardy or absence 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.” It also mandates that school districts notify a student’s parent/legal guardian/educational rights holder with educational rights upon a student’s initial classification as truant.

Unexcused or uncleared absences accumulated at any LAUSD school within the same school year are counted toward the classification of truancy. Continuation high schools, City of Angels, and Carlson Home and Hospital Schools are not included in this process and must continue to generate and mail all notifications, including the Initial Notification of Truancy (1st NOT) manually.

Procedures are outlined for student identification, generation, and distribution of the 1st Initial Notification of Truancy Letter (1st NOT) by LAUSD Central Office and the generation and distribution 2nd and 3rd NOT letter to parents/legal guardians of truant and habitually truant students by schools.

**MAJOR
CHANGES:**

This Reference Guide replaces REF-5464.10, *Initial Notification of Truancy (1st NOT) Automation Procedures dated July 03, 2023*.

The following are major changes included in this bulletin:

In compliance with Education Code (E.C.) section 48200 the following excused absences have been changed and or added:

- **Religious Retreats**

Assembly Bill (AB) 1503 Education Code Section 48205 expands a student's excused absence to attend a religious retreat from four hours to one full day per semester. The student's parent or guardian must request the excused absence in writing and the principal or designated representative must approve. This will require a signed Administrator Approval Form and be coded as Absent Reason Code 5.

- **Funeral Services**

Senate Bill (SB) 350 changes a student's excused absence to attend funeral services of immediate family members to one day in-state, or three days out-of-state of attending the funeral services or grieving the death of either a member of the student's immediate family, or of a person that is determined by the student's parent or guardian to be in such close association with the student as to be considered the student's immediate family, so long as the absence is not more than five days per incident.

- For an extension of days, the student's parent or guardian must request the excused absence in writing and the principal or designated representative must approve. This will require a signed Administrator Approval Form and be coded as Absent Reason Code 5.

- **Access Victim or Grief Support / Participate in Safety Planning due to a Death**

Senate Bill (SB) 350 added a student's excused absence to access victim or grief support services or participate in safety planning as it relates to the death of an immediate family or person considered the pupil's immediate family (max three days per incident).

For an extension of days, the student's parent or guardian must request the excused absence in writing and the principal or designated representative must approve. This will require a signed Administrator Approval form and be coded as Absent Reason Code 5.

There are two attachments in this policy:

- Attachment A – Elementary and Secondary Absence Reason Codes
- Attachment B - Administrator Approval of Student Absence Form
- All other previous attachments have been converted to Supplemental Tools and are available in the [Pupil Services Shared Content, REF- 5464 Initial Notification of Truancy folder](#).
- Supplemental Tools referenced as “Supplemental Tools” are applicable to this policy.

INSTRUCTIONS: For purposes of this reference guide, “parent” includes the parent, legal guardian, or educational rights holder of the child.”

It is the parent’s/guardian’s responsibility to provide documentation to verify reason(s) for absence within ten (10) school days after the student returns to school to prevent absences from being recorded as uncleared/unexcused and counting towards truancy (page 1 [LAUSD Parent Student Handbook](#)). Schools shall update the absence reason code within 10 instructional days following receipt of an absence verification/reason from parent/guardian. Schools are required to clear and update enrollment and attendance records in a timely manner. All updates to attendance records for the current school year must be completed by June 30th of the same school year.

The process for the removal of an Initial Notification of Truancy (1st NOT) from Student Records is managed centrally through a MiSiS data cleanup. Corrections made to a student’s attendance record during the school year that result in a student no longer qualifying as truant will have the truancy letter removed from their record. The data cleanup will occur in the month of January of the following school year and will remove the Notification of Truancy letters from the student’s record for the previous school year.

Tardies, Leave Earlys, and Entry Dates

Schools must exercise due diligence to clear unexcused absences (UC) and/or tardies (T)/leave earlys (LE) for which they have received and verified a valid excuse.

School staff shall code Tardies/Leave Earlys as follows:

Unexcused Tardies/Leave Earlys of 30 minutes or more shall be coded with a Reason Code 3 (non-compliant) and will be included in the truancy count. Unexcused Tardies and/or Leave Earlys less than 30 minutes shall be coded with a Reason Code 2 (unexcused) and will be excluded from the truancy count.

A student's entry date (E date) should align with their first day of in-seat attendance. Schools should identify and flag students who are not present on the first instructional day as a "No Show" in MiSiS. This process will remove the student's enrollment and class schedule. [See the No Show Process MiSiS Job Aid](#) for additional information.

When these students re-enroll any day after the first day of school, the school shall note the entry date (E date) as the first day of in-seat attendance. Their entry date (E 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 that will be included erroneously towards truancy identification. See the [Updating the Entry Date to the First Day of Attendance MiSiS Job Aid](#) for additional information.

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

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. Upon a pupil's initial classification as a truant, the school district is required to notify the pupil's parent/guardian (Education Code Section 48260.5). To comply with this mandate, LAUSD has automated the Initial Notification of Truancy letter (1st NOT). Schools are required to generate and mail the 2nd and 3rd Notification of Truancy (2nd and 3rd NOT) letters in the event of additional trancies. Schools shall generate these letters through the MiSiS system. Once logged in, select the Admin Tab, followed by the Student Truancy Report screen option. For instructions on viewing, generating, and printing Notifications of Truancy Letters (NOT) please reference the [Student Truancy Report, Mailed Truancy Letter Report MiSiS Job Aids](#).

To access the most updated instructions on the [No Show Process](#), [Updating the Entry Date to the First Day of Attendance](#), [Student Truancy Report, Mailed Truancy Letter Report](#), or visit the [MiSiS Resources and Job Aids website](#). Each principal is responsible for the daily attendance accounting of all students under their 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 (e.g., nurse, dean, counselor) shall establish attendance marking procedures when students are

in their offices. Absences, tardies, leave earlies, and all reasons for these are to be recorded in MiSiS 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 shall retain an up-to-date master copy of the Five Column Roster reports.
- The Attendance Not Submitted and Teacher Discrepancy Reports (secondary schools only) in MiSiS shall be generated at least once per day to verify that all attendance has been submitted and updated as needed.

All teachers are mandated by E.C. Section 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.
- If the teacher is unable to submit attendance in MiSiS on the same day of instruction, they must record attendance on a printed Five Column Roster. Teachers are to add the names of any students not listed, 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, and in the event of an audit by the state, expose the District to potential fines. Inaccurate attendance records also 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.

TRUANCY IDENTIFICATION AND NOTIFICATIONS

Definition of a Truant

The California Legislature defines “truant” in very precise language. In summary, the law states that a student missing more than 30 minutes of instruction without an excuse three separate times during a school year is classified as truant and shall be reported to the proper school authority.

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

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.

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 as "truant" by the most cost-effective method possible, and the notification must include specific information related to the student's unexcused absences.

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. 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 or school administrator
- Teacher
- Any other qualified employee of a school district assigned to make such verification.

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

Parent/guardian, educational rights holder, students 18-years or older have ten days to submit verification for student absences as stated in the Parent-Student Handbook. If school staff have made and documented reasonable efforts to obtain an explanation for an absence from the parent/legal guardian,

educational rights holder, students 18-years or older and no explanation is received after ten days of due diligence, school staff may update uncleared absences with Absence Reason Code 0, No Note.

Efforts to contact the parent/guardian should be documented in the student's record in the MiSiS Contact Log. To access the most updated instructions, visit the MiSiS Resources and Job Aids website <https://achieve.lausd.org/misisjobaids>.

I. ABSENCES COUNTED TOWARDS TRUANCY IDENTIFICATION

Unexcused or uncleared absences accumulated at any LAUSD school within the same school year are counted toward the classification of truancy. 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)

For a list and description of all absences, tardies, and leave earlies reason codes refer to the *Elementary and Secondary Absence Reason Codes*, Attachment A.

To accurately identify students as truant, schools shall ensure that every unexcused tardy and left early of 30 minutes or more is coded with a Reason Code 3, Non-Compliant in MiSiS. 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, and the absence remains as uncleared (UC), it will be counted towards truancy classification after the 10th school day following the day of the absence. All other absences for which an excusable reason 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.

Schools shall utilize the identification criteria outlined in sections III, IV and V of this policy to assess which students qualify for the 2nd and 3rd truancy letters.

Schools/districts must restart the truancy notification process each school year, and issue the 1st, 2nd, and 3rd Notification of Truancy letters as appropriate based upon the student's attendance record in the current year. For example, if only the 1st Initial NOT was mailed out during the previous school year, the school cannot begin by sending the 2nd NOT letter the following school 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 does not include a valid, excusable reason for the absence should not be coded as excused. For a list and description of all absences, tardies, and leave earlies reason codes refer to the *Elementary and Secondary Absence Reason Codes*, Attachment A.

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

1. Excusable absences (Reason 1M, 1N, and 1P)

Reasons 1P

- Attending a pupil's naturalization ceremony to become a United States citizen
- Active military duty (immediate family member; maximum 3 days)
- Funeral services or grieving the death of an immediate family or person determined by the pupil's parent/ guardian to be considered part of the pupil's immediate family due to close association (max 5 days per incident regardless of funeral location)
- Jury duty
- Member of a precinct board for an election
- Middle school or high school pupil engaging in a civic or political event, provided that the pupil notifies the school ahead of the absence
 - Excused for only one school day-long absence per school year
 - May be permitted additional excused absences in the discretion of a school administrator
- Participating in a cultural ceremony or event
 - "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people
- To access victim or grief support services or participate in safety planning as it relates to the death of the student's immediate family member or person determined by the pupil's parent/guardian to be considered part of the pupil's immediate family due to close association (max 3 days per incident)

Reasons 1M, 1N or 1P

- Illness or injury of pupil
- Illness or medical appointment of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor
- Medical, dental, optometric or chiropractic services
- Mental or behavioral health (absence for the benefit of the pupil's mental or behavioral health)
- Quarantine

Limiting the number of accepted parent notes (reason code 1P)

For any student with a history of excessive parent excused absences (Reason Code 1P), schools may limit the number of excused absences by implementing the following procedures:

1. Mail the District Wide Attendance Policy Letter and provide parents
2. and guardians with a copy of the Parent Student Handbook.
3. Mail the Excessive Absence Letter 1
4. Mail the Excessive Absence Letter 2 (at least 10 instructional days after mailing the Excessive Absence Notification 1)
5. Hold a School Attendance Review Team (SART) or Parent
 - a. Conference:
 - A. Indicate on the School Attendance Review Team (SART) contract that parents or guardians must provide the following to excuse any subsequent absences:
 - a. Provide the school with written verification by a doctor/medical provider, or
 - b. Send students to school to allow a school designee to check and excuse their absence.
 - B. Address underlying barriers preventing regular school attendance:
 - a. make appropriate school and community referrals based on student and family needs, and follow up on recommendations and referrals provided during the SART or Parent Conference
 - b. obtain signed parent or guardian Authorization for the release /xxchange of Information to consult with community and medical providers.

Following a SART meeting, the school attendance designee must:

- Provide school staff and teachers with the *Memo for Clearing Absences Post School Attendance Review Team (SART)/School*

Attendance Review Board (SARB), indicating that parent notes will no longer be accepted. This memo can be found in the SARB Guide for Schools.

- Document all written communication, parent conferences, and SART meetings in the MiSiS student profile.

2. Justifiable Personal Reasons (Reason Code 5)

Justifiable Personal Reasons with Administrator Approval

These absences require a signed Administrator Approval of Student Absence Form, Attachment B. The parent/guardian should provide the administrator with verification or documentation to support the request for the absence.

- Court appearance
- Educational conference offered by non-profit organization (legislative/judicial)
- Employment conference
- Funeral service (extended days)
- Observance of a holiday or ceremony of the pupil's religion
- Religious retreat (shall not exceed 1 school day per semester)
- Victim, grief support or safety planning (extended days per incident)

For audit purposes, school sites shall retain copies of completed and approved/denied Administrator Approval of Student Absence Forms, Attachment B, in the same location as all other absence notes and maintain them and all absence notes for five years.

Justifiable Personal Reasons without Administrator Approval

These absence reasons do not require a signed Administrator Approval of Student Absence Form.

- Entertainment industry - no more than five consecutive days or maximum of five absences per school year
- Medical exclusion or exemption
- Participation in not-for-profit performing arts organization (maximum five days 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) (BUL-152513, Process for Requesting Excuse from School for Religious and Moral Instruction)
- Revoked or modified suspension through appeal procedure
- "Take Your Child to Work Day"

3. School Bus (Reason Code SB)

- When used for a tardy or period absence, this reason code is counted as present.

III. 1st INITIAL NOTIFICATION OF TRUANCY LETTER

To prepare for the District mailing of the Initial NOT, designated staff at each school site shall refer to the supplemental tool, [School Site Quick Reference Sheet](#) to obtain the process timeline for complying with these procedures.

To access a list of students who qualify for or who have received an Initial Notification of Truancy (NOT), refer to the MiSiS Student Truancy Report screen located under the Admin tab.

Initial NOTs are generated from the Central Office to each qualifying student's parent/guardian as outlined in the [School Site Quick Reference Sheet](#). 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, dates are outlined in the [School Site Quick Reference Sheet](#), designated school-site staff shall clear all absences for which an excusable reason has been provided. Parent/guardians may submit a valid excuse within 10 school days of their child's absence; schools then have 10 school days to verify the excuse and clear the absence accordingly.

It is recommended that designated staff clear absences on a daily or weekly basis throughout the school year to ensure that only students who accurately 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, documenting these efforts in the MiSiS student Contact Log. To help identify students with absences that qualify to receive an Initial NOT letter it is recommended that schools also generate a qualifying list of students eligible for an Initial NOT through the MiSiS Student Truancy Report screen.

Non-deliverable 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 if necessary, update the information in MiSiS. Schools shall make

reasonable efforts to ensure that returned letters are delivered to the parent/guardian either via standard mail (when new address is available) or in person, regardless of what school the student was enrolled when the trancies occurred. Parents/legal guardians can clear absences within 10

For students who are no longer enrolled at the school site, schools shall store returned letters in the student's attendance file. Digital copies are maintained by the Central Office for Mandated Cost Recovery and/or audit purposes at the end of each school year.

IV. SECOND (2ND) NOTIFICATION OF TRUANCY LETTER

Second Notice of Truancy

Education Code Section 48261 states that any pupil who has once been reported as a truant during a school year 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 Notification of Truancy Letter should be used only after the next qualifying truancy happens after the 1st NOT has been stamped on the MiSiS student record. The 2nd Notification of Truancy Letter complies with Education Code Section 48261 by requesting a parent/guardian conference.

This letter shall be sent on or after the fourth unexcused absence, tardy or early leave of 30 minutes or more, or a partial day or any combination thereof but may only be sent after the 1st has NOT been mailed and the parent/guardian has been given at least ten school days after the 1st NOT letter is mailed to respond to the initial notification.

If the qualifying absence for the 2nd Notification of Truancy Letter is a UC, it will be counted towards truancy classification after the 10th school day following the day of the absence.

Unexcused or uncleared absences accumulated at any LAUSD school within the same school year are counted towards the classification of truancy.

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, in order to be counted toward truancy classification.

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

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

- A. Schools should generate a list of students who qualify for the 2nd NOT letter at least monthly. This list can be generated in the MiSiS Student Truancy Report screen under the Admin tab.
- B. Schools shall then generate the 2nd NOT letter in the MiSiS Student Truancy Report screen under the Admin tab. Parents shall be given at least ten instructional days to receive and respond after the 1st NOT letter is mailed by the central office automation before a 2nd Notification of Truancy letter is sent.
- C. The Elevate data rule ATT 010-0700- Students who qualify for 2nd Notification of Truancy letter for the current school year but do not have one recorded on their MiSiS profile, is a tool that notifies schools of the students that qualify to receive the 2nd NOT letter but have not had a 2nd NOT letter generated by the school through the Student Truancy Report screen.
- D. The 2nd Notification of Truancy letter requests a parent/guardian conference to discuss the student's attendance. The principal shall assign a designee to hold the parent/guardian conference.

You can find a sample of this letter in the Supplemental Tools of the [Pupil Services Shared Content, REF- 5464 Initial Notification of Truancy folder](#).

For additional information on how to access the *MiSiS [Student Truancy Report](#), [Attendance Notification Screen](#)* and the *[Mailed Truancy Letter Report](#)* visit the [MiSiS Resources and Job Aids website](#).

XV. 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, 2nd Truancy). For the purposes of this section, a conscientious effort means attempting to communicate with the parent/guardians of the pupil at least once.

Third Notice: Habitual Truancy

The 3rd Notification of Truancy Letter complies with Education Code Section 48262 by reclassifying the student as a habitual truant. For the 3rd Notification of Truancy Letter, the next qualifying truancy needs to happen after the 2nd NOT has been stamped on the MiSiS student record. This letter shall be sent on or after the fifth unexcused absence, tardy or early leave of 30 minutes or more or a partial day or any combination thereof but may only be sent after the 1st and 2nd Notifications have been mailed and the parent/guardian has been given the opportunity to respond to the notifications. Parents shall be given at least 10 instructional days after the 2nd Notification of Truancy Letter is mailed to receive and respond before a student is reclassified as an “habitual truant” and the 3rd letter is sent.

The principal shall assign a designee to follow-up with parents/guardians and provide support to address absence issues for habitually truant students. Schools may also contact their local district Pupil Services and Attendance office for additional guidance.

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/guardian and the student. Note that uncleared (UC) absences are included in the count toward truancy classification after the 10th school day following the day of the absence.

If the qualifying absence for the 3rd Notification of Truancy Letter is a UC, it will be counted towards truancy classification after the 10th school day following the day of the absence.

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 towards truancy classification.

Schools shall establish procedures for generating and mailing the 3rd Notification of Truancy Letter for students who have received the Initial

NOT, the 2nd Notification of Truancy Letter, and have had at least one additional qualifying unexcused absence, tardy and/or leave early of 30 minutes or more.

You can find a sample of this letter in the Supplemental Tools of the [Pupil Services Shared Content, REF- 5464 Initial Notification of Truancy folder](#).

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

- A. Schools should generate a list of students who qualify for the 3rd NOT letter at least monthly. This list can be generated in the MiSiS Student Truancy Report screen under the Admin tab.
- B. Schools shall then generate the 3rd NOT letter in the MiSiS Student Truancy Report screen under the Admin tab. Parents shall be given at least 10 instructional days to receive and respond after the 2nd NOT letter is mailed before the 3rd Notification of Truancy letter is sent (refer to the School Site Quick Reference Sheet in the Supplemental Tools and of the [Pupil Services Shared Content, REF- 5464 Initial Notification of Truancy folder](#)).
- C. The Elevate data rule ATT 010-0800- Students who qualify for 3rd Notification of Truancy letter for the current school year but do not have one recorded on their MiSiS profile, is a tool that notifies schools of the students that qualify to receive the 3rd NOT letter but have not had a letter generated by the school through the Student Truancy Report screen.
- D. The 3rd NOT letter informs the parent/guardian of the student's classification as a "habitual truant."

In addition, schools shall:

- Follow the Mandated Truancy Notification Procedures outlined in [BUL-4926, Enrollment, Attendance, and Withdrawal Policies and Procedures Enrollment, Attendance, and Withdrawal Policies and Procedures Manual](#).
- Provide interventions for students who have excessive absences and support parents/legal guardians in need of assistance or resources.

- Make a contentious effort to hold at least one parent/guardian conference, as required in the 2nd Notification of Truancy Letter.
- Re-classify truant students as habitually truant, as required in the 3rd Notification of Truancy Letter.
- Establish a system of due diligence for students with excessive consecutive absences. All reasonable efforts should be made to locate non-attending students before the school initiates a withdrawal.
- Ensure that the withdrawal date for all students is the last day of their in-seat attendance.
- Refer to the Pupil Services website for additional materials, resources, and information regarding attendance and/or truancy notification as well as absence prevention and intervention.

For additional resources please refer to [The School Attendance Review Board \(SARB\) Intervention Guide for Schools](#), available on the Pupil Services website <https://achieve.lausd.org/pupilservices> under the “PSA Staff” tab.

VI. MiSiS Screens and Reports

- A. Student Truancy Report – This screen allows users to access a list of students who qualify for or who have received an Initial Notification of Truancy. It also allows school users to generate the second and third truancy letters.
- B. Mailed Truancy Letter Report – This report will provide a comprehensive list of students for which Notification of Truancy letters were mailed.
- C. Attendance Notification Screen – Users can access this screen to view truancy letters for individual students on their MiSiS profile. 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.

To access the Truancy related MiSiS job aids, [Student Truancy Report](#), [Mailed Truancy Letter Report](#) and [Attendance Notification Screen](#) visit the [MiSiS Resources and Job Aids website](#).

- RELEATED RESOURCES:** To access the Supplemental Tools referenced in this reference guide, see the Pupil Services Shared Content, [REF- 5464 Initial Notification of Truancy](#) folder.
- [School Site Quick Reference Sheet](#)
 - [Sample 1st Initial Notification of Truancy](#)
 - [Sample 2nd Initial Notification of Truancy](#)
 - [Sample 3rd Initial Notification of Truancy](#)
 - [Frequently Asked Questions Notification of Truancy](#)
- [BUL-152513](#) Process for Requesting Excuse from School for Religious and Moral Instruction
- [BUL-4926.4](#) Enrollment, Attendance, and Withdrawal Policies and Procedures
- ATTACHMENTS:** Attachment A - Elementary & Secondary Reason Codes
Attachment B - Administrator Approval of Student Absence
- ASSISTANCE:** For assistance or further information please contact or visit:
- Student Health and Human Services at (213) 241-3840
 - Pupil Services and Attendance, School Attendance and Enrollment Schoology Group (Access Code D4GT-DTTH-59Z3V)
 - Region Pupil Services and Attendance Coordinators
 - 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.org/>
 - For pupil records or legal questions, Office of General Counsel at (213) 241-6601

LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

ELEMENTARY & SECONDARY ABSENCE REASON CODES

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

Excused Absences, Tardies & Left Early

1M	Excused Absences verified by medical professional	
1N	Excused Absence verified by school nurse/designee	
1P	Excused Absence submitted by parent, legal guardian, educational rights holder, or student 18+yrs of age	<ul style="list-style-type: none"> Attending a pupil's naturalization ceremony to become a United States citizen Active military duty (immediate family member); number of days at administrator discretion Funeral services or grieving the death of an immediate family or person determined by the pupil's parent/ guardian to be considered part of the pupil's immediate family due to close association (max 5 days per incident regardless of funeral location) Jury duty Illness or injury of pupil Illness or medical appointment of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor Medical, dental, optometric, or chiropractic services Mental or behavioral health (absence for the benefit of the pupil's mental or behavioral health) Member of a precinct board for an election Middle school or high school pupil engaging in a civic or political event, provided that the pupil notifies the school ahead of the absence <ul style="list-style-type: none"> excused for only one schoolday-long absence per school year may be permitted additional excused absences in the discretion of a school administrator Participating in a cultural ceremony or event (cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people) Quarantine To access victim or grief support services or participate in safety planning as it relates to the death of the student's immediate family member or person determined by the pupil's parent/guardian to be considered part of the pupil's immediate family due to close association (max 3 days per incident)
5	Justifiable Personal Reason with Administrator Approval <i>REQUIRE a signed Administrator Approval of Student Absence Form</i>	<ul style="list-style-type: none"> Court appearance Educational conference offered by non-profit organization (legislative/judicial) Employment conference Funeral service (extended days per incident) Observance of a holiday or ceremony of the pupil's religion Religious retreat (shall not exceed 1 schoolday per semester) Victim, grief support or safety planning (extended days per incident) Religious instruction (attend minimum school day no more than 4 days per school month), requires the "Request to Release from School for Moral and Religious Instruction" form, refer to BUL-152513, <i>Process for Requesting Excuse from School for Religious and Moral Instruction</i> Take Your Child to Work Day, requires the "School Notification of Participation and Parent/Legal Guardian/Educational Rights Holder Responsibility" form, refer to MEM-5415, <i>Take Our Children to Work Day</i>
5	Justifiable Personal Reasons <i>DO NOT require an Administrator Approval of Student Absence Form</i>	<ul style="list-style-type: none"> Entertainment industry- no more than 5 consecutive days or maximum of 5 absences per school year Medical exclusion or exemption Participation in not-for-profit performing arts organization (maximum 5 per school year) Revoked suspension through appeal's procedure
SB	School Bus (Absence) - LAUSD Only	<ul style="list-style-type: none"> Student was absent all day due to the school bus - LAUSD Only

Unexcused Absences, Tardy & Left Early (Counted Toward Truancy)

2	Unexcused	<p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> Running errands for family Babysitting Transportation problems All absences in the "Justifiable Personal Reason with Administrator Approval" section without an approved <i>Administrator Approval of Student Absence</i> or other required form on file (see above section 5) Tardy or Left Early of less than 30 minutes without a valid excuse (these are not counted toward truancy)
3	Non-Compliant	<ul style="list-style-type: none"> Absent from class without school or parent/guardian permission Unexcused absence post SART/SARB contract Tardy or Left Early of 30 minutes or more without a valid excuse are counted toward truancy

Unknown Absences (Counted Toward Truancy)

UC	Uncleared	<ul style="list-style-type: none"> Reason code automatically populates when an absence is entered Absence verification was not provided and <u>no</u> due diligence efforts by the school to obtain the verification were made within 10 schooldays
0	No note/No Explanation	<ul style="list-style-type: none"> Absence verification was not provided despite due diligence efforts by the school to obtain verification within 10 schooldays

Suspension

4	Suspended School	<ul style="list-style-type: none"> Suspension served out of school
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Average Daily Attendance, or ADA

The count used to apportion funding for schools and is based not directly on the number of students enrolled but rather on the days of school attended by those students

Counted as Present / Generate ADA		Counted as Present / DO NOT Generate ADA	
4I	In-School Suspension * EL, SEC	AO	Attendance Office * SEC
AT	Athletic Team * SEC	AP	Assistant Principal's Office * SEC
EC	Extracurricular * SEC	BI	Bilingual Office * SEC
FT	Field Trip * EL, SEC	CH	Title I Office * SEC
SC	Suspended Class * EL, SEC	CO	Counseling Office * SEC
SG	Student Gov't * SEC	DO	Dean's Office * SEC
TP	Testing Program * EL, SEC	HO	Health Office/ Wellness Center * SEC
		GT	Grade/Track Office * SEC
		GO	Guidance Office * SEC
		MG	Magnet Office * SEC
		MO	Main Office * EL
		PO	Principal Office * SEC
		SB	School Bus - LAUSD Only (period absence only) *EL, SEC

*Elementary Schools (EL) | Secondary Schools (SEC)

*Parents may be referred to the [Parent Student Handbook](#) for more information

Administrator Approval of Student Absence

This form should be used when the parent/guardian is requesting an administrative approval for a justifiable personal reason, which may be considered as excused using reason code #5 if approved by the administrator.

I _____, am requesting an Administrator Approval for
Parent/Guardian

Student First Name _____ Last Name _____ Date of Birth _____

My child will be absent from school on _____ to _____ for a total of _____ or _____
mm/dd/yy mm/dd/yy day(s) hours

Reason for the request:

- Court appearance
- Educational conference offered by non-profit organization (legislative/judicial)
- Employment conference
- Funeral service (extended days per incident)
- Observance of a holiday or ceremony of the pupil's religion
- Religious retreat (shall not exceed 1 schoolday per semester)
- Victim, grief support or safety planning (extended days per incident)
- Other (please specify): _____

Provide explanation to support this request (**provide documentation, if applicable**):

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

Parent/Guardian Printed Name _____ Parent/Guardian Signature _____ Telephone _____ Date _____

Students with absences are afforded opportunities to engage in missed learning and to demonstrate proficiency in the Standards through the provision of equivalent learning tasks and assessments that can reasonably be provided by the teacher.

School Use Only		
Administrator		
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Administrator Printed Name _____	Administrator Signature _____	Date _____
Office staff		
<input type="checkbox"/> Absence reason code #5 entered in MiSiS for all applicable dates/class periods		
Office Staff Printed Name _____	Title _____	Date _____

Aprobación del administrador de la ausencia del estudiante

Este formulario debe usarse cuando el padre/tutor solicita una aprobación administrativa por un motivo personal justificable, que puede considerarse justificado utilizando el código de motivo #5 si lo aprueba el administrador.

Yo, _____, solicito una aprobación del administrador para
Padre/Tutor

Nombre del estudiante Apellido Fecha de nacimiento

Mi estudiante estará ausente de escuela el _____ a _____ por un total de _____ o _____
dd/mm/ aa dd/mm/ aa día(s) horas

Razón para el pedido:

- Comparecencia ante el tribunal
- Conferencia educativa ofrecida por organización sin fines de lucro (legislativa/judicial)
- Conferencia de empleo
- Servicio funerario (días extendidos por incidente)
- Observancia de un día festivo o ceremonia de la religión del alumno.
- Retiro religioso (no excederá 1 día escolar por semestre)
- Víctima, apoyo en duelo o planificación de seguridad (días extendidos por incidente)
- Otro (por favor especificar): _____

Proporcione una explicación para respaldar esta solicitud **(proporcione documentación, si corresponde)**:

Entiendo que cualquier ausencia de la escuela resultará en la pérdida de tiempo de instrucción valioso y puede afectar el aprendizaje y el rendimiento académico de los estudiantes.

Nombre Impreso del padre/tutor Firma del padre/tutor Teléfono Fecha

Los estudiantes con ausencias tienen oportunidades de participar en el aprendizaje perdido y demostrar competencia en los estándares mediante la provisión de tareas de aprendizaje y evaluaciones equivalentes que el maestro pueda proporcionar razonablemente.

School Use Only		
Administrator		
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
_____ Administrator Printed Name	_____ Administrator Signature	_____ Date
Office staff		
<input type="checkbox"/> Absence reason code #5 entered in MiSiS for all applicable dates/class periods		
_____ Office Staff Printed Name	_____ Title	_____ Date