



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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

NUMBER: REF-5464.10

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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 pupil’s parent/legal guardian upon a pupil’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 NOT manually.

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

MAJOR CHANGES: This Reference Guide replaces REF-5464.9, *Initial Notification of Truancy (1st NOT) Automation Procedures*. Attachment A- School Site Quick Reference Sheet, has been updated with the Notification of Truancy Process Timeline for the next school year.

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

**MAJOR
CHANGES:**

In compliance with Education Code (E.C.) section 48200, the following excused absence has been added: A middle school or high school pupil engaging in a civic or political event, provided that the pupil notifies the school ahead of the absence, is required to be excused for only one schoolday-long absence per school year and may be permitted additional excused absences in the discretion of a school administrator has been added.

The absent reason codes under excused reason code #5, Justifiable Personal Reasons, have been separated into two sections to identify the reasons that require a signed Administrator Approval form and the reasons that do not require this form.

All COVID-19 language has been removed and COVID illness absences fall under illness.

INSTRUCTIONS:

It is the parent's/guardian's responsibility to provide documentation to verify the reason(s) for the 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 ten (10) instructional days following receipt of an absence verification/reason from the 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 (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 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 Earlyies, and Entry Dates

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

Unexcused tardies/leave earlyies of 30 minutes or more shall be converted to reason code 3 (non-compliant) and will be included in the truancy count.

unexcused tardies and/or leave earlies 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. In general, schools should identify and flag students who were not present on the first instructional day as a "No Show" in MiSiS. This process will remove the student's enrollment and class schedule. 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 included erroneously towards truancy identification.

To access the most updated instructions on the No Show Process, Updating the Entry Date to the First Day of Attendance, viewing, generating, and printing Notifications of Truancy (NOT), visit the MiSiS Resources and Job Aids website <https://www.lausd.org/misisjobaids>.

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 (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.

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 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 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.

I. TRUANCY IDENTIFICATION

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) 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 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 as "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. 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 absence excuses may, when presented with 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 has 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 10 days of due diligence, school staff may update uncleared absences with absence reason code 0, No Note. Absence reason code 0 will be included in the count toward truancy classification, along with absence reason codes 2 and 3.

Note: All uncleared absences that remain with reason code UC, will be included in the truancy count after 10 days.

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://www.lausd.org/misisjobaids>.

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:

1. Unexcused/uncleared absences (reason codes of 0, 2, 3, or UC)
2. 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 leave earlies of 30 minutes or more is coded with reason code 3 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 toward 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/guardian note that does not include a valid, excusable reason for the absence should not be coded as excused. For a description of reason codes for all absences, tardies, and leave earlies, refer to Attachment B, Elementary and Secondary Reason Codes.

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

1. Excusable absences (reason 1M, 1N, 1P)

- Attending a pupil's naturalization ceremony to become a United States citizen.
- Active military duty (immediate family member; maximum 3 days)
- 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
- 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
 - excused for only one schoolday-long absence per school year

- may be permitted additional excused absences at 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

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 and guardians with a copy of the Parent Student Handbook.
2. Mail the Excessive Absence Letter 1
3. Mail the Excessive Absence Letter 2 (at least 10 instructional days after mailing the Excessive Absence Notification 1)
4. Hold a School Attendance Review Team (SART) or Parent Conference:
 - A. Indicate on the 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 /Exchange 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 SART/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 with Administrator Approval (reason 5)

These absences require a signed Administrator Approval of Student Absence Form (Attachment F). Parent/Guardian should provide the administrator with verification or documentation to support the absence request.

- 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 4 hours per semester)

Justifiable Personal Reasons (reason 5)

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

- Entertainment industry- no more than five (5) consecutive days or maximum of five (5) absences per school year
- Medical exclusion or exemption
- Participation in not-for-profit performing arts organization (maximum five (5) days per school year)
- Pre-arranged mental health services (mental health day treatment)
- Religious instruction (attend minimum school day no more than four (4) days per school month)
- Revoked or modified suspension through appeal procedure
- "Take Your Child to Work Day"

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 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 School Site Quick Reference Sheet (Attachment A) 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, 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 Attachment A. 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 outlined in Attachment A), designated school-site staff shall clear all absences for which an excusable reason has been provided. Parents/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 contact log. It is recommended that schools also generate a qualifying list of students eligible for an Initial NOT through the MiSiS Student Truancy Report screen to help identify students with absences that qualify to receive an Initial NOT letter.

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 in when the truancies occurred. Parents/legal guardians can clear absences within 10 school days at the school where the unexcused absences occurred.

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 a 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 (Attachment D) complies with Education Code Section 48261 by requesting a parent/guardian conference.

For the 2nd Notification of Truancy Letter the next qualifying truancy needs to happen after the 1st NOT has been stamped on the MiSiS student record.

This letter shall be sent on or after the fourth unexcused absence, tardy or early leave over 30 minutes or partial day or any combination thereof but may only be sent after the 1st NOT has been mailed and the parent/guardian has been given at least 10 instructional days after the 1st NOT letter is mailed to respond to the initial notification.

Uncleared (UC) absences are included in the count toward truancy classification after 10 instructional days. Things to consider, If the qualifying absence for the 2nd Notification of Truancy Letter is a UC, it will be counted only after 10 days of its occurrence.

Unexcused or uncleared absences accumulated at any LAUSD school within the same school year are counted toward 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 10 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 (refer to the School Site Quick Reference Sheet, Attachment A).
- C. The Certify 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 letter but have not had a 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.

For additional information on how to access the MiSiS Student Truancy Report, Attendance Notification Screen and the Mailed Truancy Letter Report visit the MiSiS website at <https://www.lausd.org/misisjobaids>.

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, 2nd Truancy). For 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 Sample (Attachment E) 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 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 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.

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 10 instructional days.

Uncleared (UC) absences are included in the count toward truancy classification after 10 instructional days. Things to consider, If the qualifying absence for the 3rd Notification of Truancy Letter is a UC, it will be counted only after 10 days of its occurrence.

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 generating and mailing the 3rd Notification of Truancy Letter Sample (Attachment E) 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.

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, Attachment A).
- C. The Certify 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 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 absence issues for habitually truant students. Schools may contact their Region's Pupil Services and Attendance Office for additional guidance.

In addition, schools shall:

- Follow the Mandated Truancy Notification Procedures outlined in [REF-6554.5](#), Opening Day Procedures: Supplemental Guide and Updates.
- 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 second 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://www.lausd.org/pupilservices> under the “PSA Staff” tab.

VI. MiSiS Reports and Job Aids

- 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 job aids, Student Truancy Report, Mailed Truancy Letter Report and Attendance Notification Screen visit the MiSiS website <https://www.lausd.org/misisjobaids>.

RELATED RESOURCES:

To access the attachments referenced in this reference guide, see the Pupil Services Shared Content, [REF- 5464 Initial Notification of Truancy](#) folder.

- Attachment A School Site Quick Reference Sheet
- Attachment B Elementary & Secondary Reason Absence Codes
- Attachment C Sample 1st Initial Notification of Truancy
- Attachment D Sample 2nd Initial Notification of Truancy
- Attachment E Sample 3rd Initial Notification of Truancy
- Attachment F Administrator Approval of Student Absence
- Attachment G Frequently Asked Questions Notification of Truancy

- 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 <https://techsupport.lausd.org>.
 - For pupil records or legal questions, Office of General Counsel at (213) 241-6601

SCHOOL SITE QUICK REFERENCE SHEET

TENTATIVE 2023-2024 INITIAL NOTIFICATION OF TRUANCY PROCESS TIMELINE				
Dates Evaluated for Truancy	Reason Codes Updated By:	Central Office Generates Final List of Students Eligible for Initial NOT Letter	Central Office Mails Initial Truancy Letter	2 nd NOT Mailed (After 10 days for parent/guardian to receive and respond)
7/01/23 – 8/31/23	9/05/23	9/06/23	9/20/23	10/04/23
7/01/23 – 9/18/23	9/19/23	9/20/23	10/4/23	10/18/23
7/01/23 – 9/30/23	10/2/23	10/3/23	10/17/23	10/31/23
7/01/23 – 10/13/23	10/16/23	10/17/23	10/31/23	11/15/23
7/01/23 – 10/31/23	11/1/23	11/2/23	11/17/23	12/08/23
7/01/23 – 11/15/23	11/16/23	11/17/23	12/5/23	12/19/23
7/01/23 – 11/30/23	12/1/23	12/4/23	12/15/23	*1/18/24
7/01/23 – 12/14/23	12/15/23	12/18/23	1/04/24	*1/22/24
7/01/23 – 12/30/23	1/08/24	1/09/24	1/24/24	2/07/24
7/01/23 – 1/22/24	1/23/24	1/24/24	2/07/24	2/22/24
7/01/23 – 1/31/24	2/1/24	2/2/24	2/16/24	3/4/24
7/01/23 – 2/14/24	2/15/24	2/16/24	3/4/24	3/18/24
7/01/23 – 2/29/24	3/1/24	3/4/24	3/18/24	*4/09/24
7/01/23 – 3/14/24	3/15/24	3/18/24	4/01/24	4/15/24
7/01/23 – 3/30/24	4/02/24	4/03/24	4/17/24	5/2/24
7/01/23 – 4/15/24	4/16/24	4/17/24	5/01/24	5/15/24
7/01/23 – 4/30/24	5/1/24	5/2/24	5/16/24	5/31/24
7/01/23 – 5/14/24	5/15/24	5/16/24	5/31/24	6/14/24
7/01/23 – 5/31/24	6/3/24	6/4/24	6/18/24	6/28/24
7/01/23 – 6/11/24	6/12/24	6/13/24	6/28/24	6/28/24

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 throughout the school year to ensure only students who qualify receive a NOT letter.
4. Note that uncleared (UC) absences are included in the count toward truancy classification after 10 instructional days.

SCHOOL SITE PROCEDURES FOR LETTERS 2 AND 3

1. The designated school-site staff is responsible for generating and mailing the Second (2nd) and Third (3rd) 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.
5. Note that uncleared (UC) absences are included in the count toward truancy classification after 10 instructional days.

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

Reason Code	Description	Examples
		For a complete list of Elementary & Secondary Reasons Codes, refer to Elementary & Secondary Reason Codes, Attachment B.
2	Unexcused	<ul style="list-style-type: none"> • Running errands for family • Vacations or trips • Babysitting • Family emergency • Inclement weather • Transportation problems • "Take Your Child to Work Day" (<i>without administrator approval</i>) • "Extended Funeral Absences" (<i>without administrator approval</i>) • Tardy or Leave Early less than 30 minutes
3	Non-Compliant	<ul style="list-style-type: none"> • Absent from class without school or parent/legal guardian permission • Tardy or Leave Early of 30 minutes or more without a valid excuse (when verified by school-site personnel will count toward truancy classification). • Unexcused absence post SART/SARB contract.
UC	Uncleared	<ul style="list-style-type: none"> • No documentation received; no attempts made by school; Counts towards truancy if not cleared within 10 school days
0	No Note/ No Explanation	<ul style="list-style-type: none"> • 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 (no reason provided after 10 days with due diligence)

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 Abs verified by medicalprofessional		
1N	Excused Absence verified by schoolnurse/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; maximum 3 days) • Funeral of immediate family member (may include any relative residing with the pupil) <ul style="list-style-type: none"> - 1 day: in-state - 3 days: out-of-state and/or country • 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 <ul style="list-style-type: none"> - “Cultural” means relating to the habits, practices, beliefs, and traditions of a certain group of people • Quarantine 	
5	Justifiable Personal Reasons with Administrator Approval <i>*Requires 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) * • Observance of a holiday or ceremony of the pupil’s religion • Religious retreat (shall not exceed 4 hours per semester) 	
5	Justifiable Personal Reasons <i>These absence reasons do not require a signed 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) • Pre-arranged mental health services (mental health day treatment) • Religious instruction (attend minimum school day no more than 4 days per school month) • Revoked suspension through appeal’s procedure • “Take Your Child to Work Day” 	
SB	School Bus (Absence) - LAUSD Only	Student was absent all day due to the school bus - LAUSD Only	
Unexcused Absences, Tardies & Left Early- Counted Toward Truancy			
2	Unexcused	Examples include, but are not limited to: <ul style="list-style-type: none"> • Running errands for family • Babysitting • Transportation problems • “Take Your Child to Work Day” (without administrator approval) • “Extended funeral absences” (without administrator approval) • <i>Late or Leave Early less than 30 minutes (Does not count toward truancy)</i> • Vacations or trips • Family emergency • Inclement weather 	
3	Non-Compliant	<ul style="list-style-type: none"> • Absent from class without school or parent/guardian permission • Late or Leave Early of 30 minutes or more without a valid excuse (When verified by school-site personnel will count toward truancy classification) • Unexcused absence post SART/SARB contract 	
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 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 (no reason provided after 10 days with due diligence)	
Suspension			
4	Suspended School	Suspension served out of school	
Counted as Present (Elementary and Secondary Schools)**			
4I*-In-School Suspension	FT* - Field Trip	SC*- Suspended Class	SB - School Bus - LAUSD Only (period absence only)
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	

Bell Senior High
4328 BELL AVE
BELL, CA 90201

September 18, 2019

To the PARENT(S)/GUARDIAN of:
STUDENT NAME
HOME ADDRESS
HUNTINGTON PK, CA 90255

Student ID#: 000000F028

Bell Senior High

Dear Parent/Legal Guardian:

We are reaching out to you regarding [Student's FirstName]'s absences from school.

[First Middle Last] is now "truant" under the law because our records show absences of 30 minutes or more without a valid excuse on:

- Bell Senior High – 08/21/2019
- Bell Senior High – 08/22/2019
- Bell Senior High – 08/23/2019

Educational studies show that students who maintain excellent attendance get better grades, develop healthy life habits, and are more likely to graduate from high school.

We are required by California law to send you this letter and to warn you of the consequences of additional unexcused absences.

In total, your child has missed [# of full day absences] full days (excused or unexcused) of school this year.

Just one absence a month adds up to 10 absences in a school year. For every day missed, it takes a child three days or more to make up for lost instructional time. You are key to improving [Student's FirstName]'s attendance.

Our goal is for all students to have excellent attendance. Excellent attendance means no more than (7) seven absences throughout the school year. Please remember; "Keep it under (7) seven. Every day matters!"

Sincerely,
[Principal's FIRSTNAME LASTNAME]
Principal

We are mandated by California Education Code section 48260.5 to inform you that:

- *The pupil is truant.*
- *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.*
- *It is recommended that the parent or legal guardian accompany the pupil to school and attend classes with the pupil for one day.*

Sample 1st Initial Notification of Truancy

LOS ANGELES UNIFIED SCHOOL DISTRICT

Bell Senior High
4328 BELL AVE
BELL, CA 90201

November 19, 2019

To the PARENT(S)/GUARDIAN of:

STUDENT NAME
HOME ADDRESS HUNTINGTON PK, CA 90255

Student ID#: 000000F028

Dear Parent/Legal Guardian:

Earlier this school year, you were notified that the pupil (child) named above was classified as "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 - 10/01/2019

*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 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 2nd Notification of Truancy Letter

LOS ANGELES UNIFIED SCHOOL DISTRICT

Bell Senior High
4328 BELL AVE
BELL, CA 90201

November 19, 2019

To the PARENT(S)/GUARDIAN of:

STUDENT NAME
HOME ADDRESS
HOME CITY, CA ZIP

Student ID#: 000000F028

Bell Senior High

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 they have 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 – 10/03/2019

*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 3rd Notification of Truancy Letter

SCHOOL'S LETTERHEAD

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 excused using Absence Reason Code #5. **Please provide verification/documentation to support this request.**

I, _____ parent/legal guardian of _____

D.O.B. _____ am requesting Administrator Approval for my child who will be absent from school for a total of _____ hours _____ day(s), from (dd/mm/yy) _____ to _____.

Reason for request:

- 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 4 hours per semester)
- 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"/> Approve <input type="checkbox"/> Not Approved

If approved, student shall be allowed to complete all assignments and tests missed during the absence that can be reasonably 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---
<input type="checkbox"/> Absence Reason Code # 5 has been entered in MiSiS for all applicable dates/class periods. Information entered by: _____ Title: _____ Date: _____ <div style="text-align: center; margin-left: 100px;">First and Last Name</div>

SCHOOL'S LETTERHEAD

APROBACIÓN DEL ADMINISTRADOR PARA LA AUSENCIA DEL ESTUDIANTE

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 excusado utilizando la razón de ausencia código #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/XXXX) _____ al _____.

Motivo de la solicitud:

- Comparecencia judicial
- Conferencia educativa ofrecida por una organización sin fines de lucro (legislativa o judicial)
- Conferencia laboral
- Servicio funerario (días extendidos)
- Observancia de una festividad o ceremonia de la religión del alumno
- Retiro religioso (no debe exceder las 4 horas por semestre)
- Otro (por favor especifique): _____

Detalles/explicaciones adicionales (Adjunte cualquier documentación de respaldo):

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

_____ Nombre del padre o tutor legal	_____ Firma del padre o tutor legal	_____ Fecha	_____ Teléfono del padre o tutor legal
_____ Nombre del administrador	_____ Firma del administrador	_____ Fecha	<input type="checkbox"/> Aprobado <input type="checkbox"/> No Aprobado

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---			
<input type="checkbox"/> Absence Reason Code # 5 has been entered in MiSiS for all applicable dates/class periods.			
Information entered by: _____		Title: _____	Date: _____
First and Last Name			

FREQUENTLY ASKED QUESTIONS NOTIFICATION OF TRUANCY (NOT)

- Question: ***Why did my child receive an Initial Notification of Truancy (1st NOT)?***
Answer: Any student with three or more unexcused or uncleared 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 NOTs 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 NOTs are generally mailed on at least 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 an administrator approval for the absence, this absence should be coded with a reasoncode # 5 "Justifiable Personal Reasons" (reason code 5 is considered an excused absence and thus not included in the Initial NOT). If you believe there is an error in the absence reason code, contact the school staff to request a correction.

FREQUENTLY ASKED QUESTIONS NOTIFICATION OF TRUANCY (NOT)

Question: ***Who should parents contact to make a complaint 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 absence reason codes?***

Answer: Only school-based personnel with student information system editing privileges can correct attendance records.

Question: ***Why did my child receive a Second 2nd NOT Letter?***

Answer: The 2nd 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 3rd NOT Letter?***

Answer: The 3rd NOT letter is mailed to students who have received both the Initial NOT and the 2nd Notification of Truancy Letter and have had at least one additional unexcused absence or tardy of more than 30 minutes.

Note: All corrections to reason codes must be entered in MiSiS within 10 school days following the absence to avoid mailing of the Initial NOT. Failure to update attendance records in a timely manner will result in students erroneously receiving notifications of truancy. All corrections to attendance records must be entered by school site personnel no later than June 30 annually.

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 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 por lo menos una vez 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, sino 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 aun 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 está autorizado 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.

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

Respuesta: La segundo 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 más 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. Todas las correcciones a los registros de asistencia deben ser ingresadas por el personal de la escuela a más tardar el 30 de junio de cada año.