



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-5464.9

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Equity and Access

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DATE: August 29, 2022

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 L.A. Unified 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-5464.8, *Initial Notification of Truancy (1st NOT) Automation Procedures*, dated February 14, 2022. The School Site Quick Reference Sheet (Attachment A) has been updated with a new Notification of Truancy Process Timeline for the 2022-23 school year and the process for school sites to generate and mail the 2nd and 3rd Notification of Truancy letters.

ROUTING
Principals
PSA Coordinators
PSA Counselors
School Administrative
Assistants



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In compliance with *SB-14 Pupil health: school employee and pupil training: excused absences: youth mental and behavioral health* existing attendance reason code 1 Excusable Absences, an absence for the benefit of the pupil's mental or behavioral health has been added. In compliance with *AB-516 Pupil attendance: excused absences: cultural ceremonies or events* existing attendance reason code 5 Administrator Approval - Justifiable Personal Reasons, observance of religious or cultural holiday, ceremony, or secular historical remembrance, now includes the following description: cultural in relation to the habits, practices, beliefs, and traditions of a certain group of people.

Note, these two changes become effective January 1, 2022, but can be excused before that date pursuant to District policy.

The evaluation periods have been shortened to two evaluations per month; each mid-month evaluation is 10 instructional days after the previous full month evaluation period. The central automated, Initial Notification of Truancy (1st NOT) will be generated and mailed for each of the evaluation periods. For exact dates, please refer to the 2022-2023 Initial Notification of Truancy Process Timeline in the School Site Quick Reference Sheet (Attachment A).

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 in order to prevent absences from being recorded as 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 2022-2023 school year must be completed by **June 30, 2023**.

Schools no longer have to submit the form *Request for Removal of Initial Notification of Truancy (NOT) from Student Records* to request the removal of the initial notification of truancy from the student's record. This process 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 and/or tardies/leave earlys (LE) for which they have received and verified a valid excuse.

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



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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. For the 2022-2023 school year only, [procedures and guidance were put in place](#) to prevent students from being marked as "No Show" who were pending enrollment in City of Angels Independent Study.

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 <http://achieve.lausd.net/Page/8061>.

INSTRUCTIONS: BACKGROUND

Truancy negatively impacts our students, families, schools, and communities. Poor attendance at all grade levels, including kindergarten, directly impedes academic performance 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.



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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



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occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

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

In addition to the reporting requirement, the law states that the school district must notify the parent or guardian of the student's classification 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 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 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



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student's record in the MiSiS contact log. Current job aids are available here: <https://achieve.lausd.net/Page/5831>

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 reasoncode 3 (verified and coded by school site personnel)

To accurately identify students as truant, schools shall ensure that every unexcused tardy and left early of 30 minutes or more is coded with reason code 3 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 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 absence should not be coded as excused. For a description of reason codes for all absences, tardies, and leave earlies, refer to the Elementary and Secondary Reason Codes (Attachment B)



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

1. Excusable absences (reason codes 1, 1M, 1N, 1P)
 - Student did not pass daily screening process
 - Student had a Positive COVID-19 test
 - Student was tardy due to daily pass screening
 - Student is in isolation due to a positive COVID-19 test
 - Community Engagement (CE) team ordered quarantine due to COVID-19 exposure
 - Attending a pupil's naturalization ceremony to become a United States citizen
 - Active military duty (immediate family member; maximum 3 days)
 - Jury duty
 - Illness or injury of pupil
 - Illness or medical appointment during school hours of a child of whom the pupil is a custodial parent
 - 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
 - Quarantine
 - 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

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

1. Schools shall hold a School Attendance Review Team meeting (SART) or parent/guardian conference and indicate on the SART contract or via the Excessive Absence Notification Letter that a parent/guardian note will no longer excuse the student's absences. School personnel may access the most updated contract and letter template in the School Attendance Review Board (SARB) Intervention guide for schools on the Pupil Services website under "PSA Staff"
<http://achieve.lausd.net/pupilservices> . An Attendance Alert should be entered for the student under their MiSiS profile. To access the most updated instructions on managing Attendance Alerts, visit the MiSiS Resources and Job Aids website
<http://achieve.lausd.net/Page/8061>.
2. Administrator Approval -Justifiable Personal Reasons (reason code 5) Although absences for any reason are discouraged, Administrator Approval of Student Absence Form (Attachment F) may be provided to parents/guardians requesting administrator approval for



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“justifiable personal reason” absences. Parent/ Guardian should provide verification/documentation to support the absence request.

These absences may include, but are not limited to:

- Court appearance
- Educational conference offered by non-profit organization(legislative/judicial)
- Employment conference
- Entertainment industry- no more than 5 consecutive days or maximum of 5 absences per school year
- Funeral service (extended days)
- Medical exclusion or exemption
- District COVID-related procedures or processes
 - Delay caused by a glitch or issues with daily pass
 - Parent uploaded external test within the district timeline but was not cleared on time
- Observance of religious or cultural holiday, ceremony, or secular historical remembrance
 - cultural in relation to the habits, practices, beliefs, and traditions of a certain group of people
- Participation in not-for-profit performing arts organization(maximum 5 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)
- Religious retreat (shall not exceed 4 hours per semester)
- Revoked 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 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 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



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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. 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 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.

Undeliverable NOT letters will be mailed to the school for which the letter was generated. For currently enrolled students, schools shall verify the address, review the student's emergency information form, and 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 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.



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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 (Attachment D) 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 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.

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.



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- 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 <http://achieve.lausd.net/misis> and click on Job Aids.

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 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 Sample (Attachment E) complies with Education Code Section 48262 by reclassifying the student as a habitual truant. This letter shall be sent on or after the fifth unexcused



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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 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 unexcused (UC) absences are included in the count toward truancy classification after 10 instructional days.

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



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address absence issues for habitually truant students. Schools may contact their local district Pupil Services and Attendance office for additional guidance.

In addition, schools shall:

- Follow the Mandated Truancy Notification Procedures outlined in REF-6554 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 contentions 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 <http://achieve.lausd.net/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.



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

RELATED RESOURCES:

- REF- 6554 Opening Day Procedures: Supplemental Guide and Updates
- REF-6885 *Certify Data Tool Policy and Procedures*

ASSISTANCE: For assistance or further information, please contact:

Local District	PSA Field Coordinator	SARB Chair
Northwest	Dr. Dionne Ash(818) 654-3716 dionne.ash@lausd.net	Vacant
Northeast	Vacant	Vacant
West	Necko Ginyard-Taylor (310) 235-3766 necko.ginyard-taylor@lausd.net	Alisa Bronstein (310) 235-3779 alisa.bronstein@lausd.net
Central	Rudy Gomez (213) 241-0158 rxg6404@lausd.net.	Maribel Garcia (213) 241-0162 mxl0572@lausd.net
East	Graciela Ortiz (323) 224-5902 gxo9333@lausd.net	Raquel Zamora rxz6137@lausd.net
South	Carolina Irias Laureano (310) 354-3400 cfi3879@lausd.net	Vacant

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



SCHOOL SITE QUICK REFERENCE SHEET

TENTATIVE 2022-2023 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	2nd NOT Mailed (after 10 days for parent/guardian to receive and respond)
7/01/22 – 8/31/22	9/01/22	9/06/22	9/20/22	10/6/22
7/01/22 – 9/16/22	9/19/22	9/20/22	10/6/22	10/21/22
7/01/22 – 9/30/22	10/3/22	10/4/22	10/18/22	11/2/22
7/01/22 – 10/14/22	10/17/22	10/18/22	11/1/22	11/16/22
7/01/22 – 10/31/22	11/1/22	11/2/22	11/17/22	12/09/22
7/01/22 – 11/15/22	11/16/22	11/17/22	12/5/22	*1/10/23
7/01/22 – 11/30/22	12/1/22	12/2/22	12/16/22	*1/23/23
7/01/22 – 12/15/22	12/16/22	12/19/22	1/05/23	*1/23/23
7/01/22 – 12/30/22	1/09/23	1/10/23	1/25/23	2/08/23
7/01/22 – 1/23/23	1/24/23	1/25/23	2/08/23	2/23/23
7/01/22 – 1/31/23	2/1/23	2/2/23	2/16/23	3/3/23
7/01/22 – 2/14/23	2/15/23	2/16/23	3/3/23	3/20/23
7/01/22 – 2/28/23	3/1/23	3/2/23	3/16/23	3/30/23
7/01/22 – 3/14/23	3/16/23	3/17/23	3/31/23	*4/25/23
7/01/22 – 3/30/23	4/10/23	4/11/23	4/25/23	5/9/23
7/01/22 – 4/25/23	4/26/23	4/27/23	5/11/23	5/25/23
7/01/22 – 4/28/23	5/1/23	5/2/23	5/16/23	5/31/23
7/01/22 – 5/12/23	5/15/23	5/16/23	5/31/23	6/14/23
7/01/22 – 5/31/23	6/1/23	6/2/23	6/16/23	
7/01/22 – 6/15/23	6/16/23	6/20/23	6/30/23	

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. 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)



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT B

ELEMENTARY & SECONDARY 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		
1	Excused Absence verified by school/district employee.	<ul style="list-style-type: none"> Student did not pass daily screening process Student had a Positive COVID-19 test Student was tardy due to daily pass screening Student is in isolation due to a positive COVID-19 test Community Engagement (CE) team ordered quarantine due to COVID-19 exposure
1M	Excused Absence verified by medical professional	<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) Jury duty Illness or injury of pupil Illness or medical appointment of a child (only when the pupil is the custodial parent) 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 Quarantine 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
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	
5	Administrator Approval - Justifiable Personal Reasons Requires the <i>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 Entertainment industry- no more than 5 consecutive days or maximum of 5 absences per school year Funeral service (extended days) Medical exclusion or exemption District COVID-related procedures or processes <ul style="list-style-type: none"> Delay caused by a glitch or issues with daily pass Parent uploaded external test within the district timeline but was not cleared on time Observance of religious or cultural holiday, ceremony, or secular historical remembrance <ul style="list-style-type: none"> Cultural in relation to the habits, practices, beliefs, and traditions of a certain group of people Participation in not-for-profit performing arts organization (maximum 5 per school year) Pre-arranged mental health services (mental health day treatment) Religious instruction (attend minimum school day no more than 4 days per school month) Religious retreat (shall not exceed 4 hours per semester) Revoked suspension through appeal's procedure "Take Your Child to Work Day"
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) Late or Leave Early less than 30 minutes (Does not count toward truancy) Vacations or trips Family emergency Incident 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
AP - Assistant Principal's Office	CO - Counseling Office	GT - Grade/Track Office
AT* - Athletic Team	DO - Dean's Office	HO - Health Office/ Wellness Center
BI - Bilingual Office	EC* - Extracurricular	MG - Magnet Office
PO - Principal Office	SG* - Student Gov't	TP* - Testing Program



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT C

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 REFERENCE GUIDE

To the PARENT(S)/GUARDIAN of:

STUDENT NAME

Student ID#: 000000F028

HOME ADDRESS

HUNTINGTON PK, CA 90255

Bell Senior High

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.

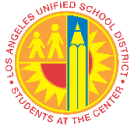
We need to work together to improve your pupil's attendance. It is important that we determine how to resolve this serious matter and discuss available resources.

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 REFERENCE GUIDE

ATTACHMENT E

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

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.

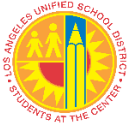
We have met or attempted to meet with you to determine how to resolve this serious matter and offer resources and interventions. Unfortunately, your pupil continues to be absent or tardy without a valid excuse.

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



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT F

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
- ☐ Entertainment industry (no more than 5 consecutive days or a maximum of 5 absences per school year)
- ☐ Funeral service (extended days)
- ☐ Medical exclusion or exemption
- ☐ Observance of religious or cultural holiday, ceremony, or secular historical remembrance
 - ☐ Cultural in relation to the habits, practices, beliefs, and traditions of a certain group of people
- ☐ 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 a minimum school day no more than 4 days per school month)
- ☐ Religious retreat (shall not exceed 4 hours per semester)
- ☐ Revoked suspension through appeals procedure
- ☐ "Take Your Child to Work Day"
- ☐ Other (please specify): _____

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

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

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

Administrator Printed Name Administrator Signature Date Approved ☐ Not Approved

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

Office Use Only

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

Information entered by: _____ Title: _____ Date: _____
Name (First and Last)



SCHOOL'S LETTERHEAD

APROBACIÓN DEL ADMINISTRADOR DE 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/XX) _____ al _____.

Motivo de la solicitud:

- ☐ Comparecencia judicial
- ☐ Conferencia educativa ofrecida por una organización sin fines de lucro (legislativa o judicial)
- ☐ Conferencia laboral
- ☐ Industria del entretenimiento (no más de 5 días consecutivos o un máximo de 5 ausencias por año lectivo)
- ☐ Servicio funerario (días extendidos)
- ☐ Exclusión o exención médica
- ☐ La observancia del día de fiesta religioso o cultural, ceremonia, o el recuerdo histórico secular
 - ☐ cultural en relación con los hábitos, prácticas, creencias y tradiciones de cierto grupo de personas
- ☐ Participación en una organización de las artes interpretativas sin fines de lucro (máximo de 5 días por año lectivo)
- ☐ Servicios de salud mental preestablecidos (tratamiento diurno de la salud mental)
- ☐ Instrucción religiosa (asistir un día escolar mínimo no más de 4 días por año lectivo)
- ☐ Retiro religioso (no excederá 4 horas por semestre)
- ☐ Suspensión revocada mediante un proceso de apelación
- ☐ "Día para llevar a su hijo(a) al trabajo"
- ☐ Otro (por favor especifique): _____

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

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

Nombre del padre o tutor legal en letra imprenta _____ Firma del padre, madre o tutor legal _____ Fecha _____ Teléfono del padre, madre o tutor _____

☐ Aprobada ☐ No aprobada

Nombre del administrador en letra imprenta _____ Firma del administrador _____ Fecha _____

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

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

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

Information entered by: _____ Title: _____ Date: _____
Name (First and Last)



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 unexcused absences, tardies or leave earlies of 30 minutes or more during a school year will receive an Initial Notification of Truancy. School staff can refer to these dates in the student information system and review the dates in question.
- Question: ***Why are some of the absences included in the Initial NOT from a previous school my child attended?***
Answer: The Initial NOT captures all unexcused absences from LAUSD schools during the current school year, regardless of whether your child has changed schools. If you have concerns regarding the accuracy of these dates, you may contact your child's previous school of attendance for more information.
- Question: ***Who sends the Initial NOT?***
Answer: All Initial 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 administrator approval for the absence, this absence should be coded with a reason code #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 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 edit 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.