



James Dougherty Elementary School
 5301 Hibernia Drive
 Dublin, CA 94568
 (925) 803-4444
 Joy Inouye Scarpinato
 Principal

Dear Parents,

The State of California begins to keep track of attendance at age 6. It is state law that students be in school when school is in session. Please note the following:

- Parents must call the attendance line (925) 803-4444 option 2, to report an absence. You may communicate attendance to your teacher, but **parents must also call the attendance line for absences to be cleared.**
- State law defines excused absences as medical (illness or medical appointments), or a death in the family. A death within the state of California allows 1 day excused. A death outside the state of California allows 3 days excused.
- State law defines unexcused absences as anything non-medical. Some examples are traveling, family emergency, family matters, religious, or passport appointments (travel, vacation). Note: Religious holidays/observations may be excused upon advanced written request by the parent/guardian and approval of the principal's designee (Education Code 48205). Immigration/Visa appointments may be excused: contact the Attendance Secretary.

If a child is marked absent and the attendance line has not received a message from the parent, parents will receive an automated phone, email and portal message stating your student is absent. Parents have 72 hours to call and report the absence to the attendance line.

If a student has three (3) instances of unexcused absences and/or three (3) unexcused 30-minute or more tardies in a given year, the student is considered truant and the student's parent/guardian will receive a letter.

The chart below provides an overview of attendance protocol:

Truancy Letters

3+ truant days (unexcused absences and tardies exceeding 30 minutes)	1 st truancy letter
6+ truant days (unexcused absences and tardies exceeding 30 minutes)	2 nd truancy letter (meet with the SART committee)
9+ truant days (unexcused absences and tardies exceeding 30 minutes)	3 rd truancy letter (meet with the SARB committee)

Excessive Excused Absence/Tardy Letter

8+ excused days	1 st excessive excuses letter
14+ excused days	2 nd excessive excuses letter (meet with the SART committee)
After 14 excused absences, a medical note is required or absences will be marked unexcused.	Referral to SARB-School Absence Reporting Board

Please contact Tabitha Revak, Attendance Secretary if you have any questions. (925) 803-4444 ext. 5806.