

ARCADIA UNIFIED SCHOOL DISTRICT  
**ARCADIA HIGH SCHOOL**  
**Attendance Contract**



**SUBMIT AT STATION 2**

Dear Student and Parent:

It is very important that all parents and students understand the attendance procedures. The attendance records are vital to the functioning of all schools. Average Daily Attendance (ADA) is utilized by the state to calculate funding to school districts. The school district is funded for each day a student attends school. Whenever a student is absent, regardless of the reason, the school does not receive funds for that student which amounts to about forty dollars (\$40.00) per day per student.

**California Compulsory Attendance Laws:** Education Code 48200 requires that all minors are to be enrolled in and attend school on a regular basis until they become adults.

**Student Absence Procedures:** If a student will be absent the parent must notify the Attendance Office by calling (626) 821-1770. Please leave a message that includes the name of the student(s), the student(s) ID number(s), your name, your relationship to the student(s), and the reason for the student's absence. Excusable absences are defined in Education Codes 48260 and 48262. Upon return to school your student must bring in a note the day they return and submit it to the attendance office prior to the start of school. The note should include the following: Student name and ID number, grade, date, the period(s) they were absent (if all day then put down all day), the reason for their absence, your relationship to the student and your signature.

*Students who do not bring in a note are considered truant and will have to serve a four hour Saturday School. Multiple truancies can result in an additional attendance contract with the school, the county and possible loss of extra curricular privileges.*

**Off Campus During School Hours:** In order for a student to be allowed to leave prior to the end of the school day the school office must be notified. If there is a planned appointment during the school day students must bring a note to the attendance office at the beginning of the school day. The note must be from their parent or guardian indicating the Student's name, ID number, parent signature and reason for the off campus pass. Prior to leaving the student must pick up the off campus pass from the attendance office and return it the next day with the proper signature (doctors, etc.). **If a student leaves campus without notifying the attendance office or being released from the health office they will be considered truant. This cannot be corrected with a note on their return.**

**Family/Parent Trips:** Students are strongly discouraged from taking family trips during school days. This is not considered an excusable absence, it is marked "O" for OTHER provided parents notify the attendance office in writing prior to the absences. If the attendance office is not notified the absence will be marked truant or unexcused. Teachers are not required to allow students to make up work in this situation. Students could receive a "0" for the work they miss which will have a negative effect on their academic performance.

**Unexcused Absences/Truancies.** Students are not allowed to make up work if they are truant (missing school without permission) or unexcused. This will result in a "0" grade for the work they have missed during an unexcused absence or truancy.

Sincerely,

*John Finn*

Assistant Principal

**Student:**

I understand the guidelines and procedures as described above with the knowledge that there are consequences for myself if I do not adhere to these procedures and guidelines.

**Parent:**

I understand the guidelines and procedures as described above with the knowledge that there are consequences for my student if s/he does not adhere to these procedures and guidelines.

\_\_\_\_\_  
 Student Last Name      Student First Name      Student E-mail      Class of      ID #:

\_\_\_\_\_  
 Parent (1) Last Name      Parent (1) First Name      Parent (1)E-mail      Parent (1) Phone #

\_\_\_\_\_  
 Parent (2) Last Name      Parent (2) First Name      Parent (2)E-mail      Parent (2) Phone #

\_\_\_\_\_  
 Street Address      City      State      Zip

*χ* \_\_\_\_\_ *χ* \_\_\_\_\_  
 Parent/Guardian (1) Signature      Date      Parent/Guardian (2) Signature      Date  
*Required for ALL Students regardless of age*      *If Applicable*

*χ* \_\_\_\_\_  
**STUDENT SIGNATURE – REQUIRED!**      Date