**For a Full or Partial Day Absence**

Please call the Monta Vista Attendance Line at **408-366-7604**  24 hours prior to the absence or as soon as possible and include the following information:

* + Student ID number
  + Spell your student's last name and first name
  + Date(s) of absence
  + **Reason** for the absence *(if* ***no reason*** *is provided or type of appointment is not specified, the absence will be marked as* ***unexcused****)*
  + Your name, phone # and your relationship to the student

Attendance will get cleared during school hours, multiple messages are not required

* **For a partial day** - permission to leave school before the close of the day’s program for any reason requires parental consent the **day before or the morning of the absence**.  The student must obtain an off-campus pass from the Attendance Office before leaving campus.
* If your student will be arriving late, they must check in the Attendance Office to receive a pass to class to verify they are back on campus.
* This is a closed campus **except** at lunch when students may leave and return to campus, a pass is not required.
* If you forgot or scheduled a last minute medical or dental appointment, or you are coming to pick up a sick child, please understand that it takes about 10 minutes to call your student out of class (possibly longer if they are in PE class). If you come to pick up your student during tutorial please remember students are not required to be in a specific classroom; therefore we will not be able to send a pass.
* **Absences must be cleared within 2 school days (48 hours)** by a parent or guardian. Anything after 2 days will be marked as unexcused absence. Parent notes are not accepted. Doctors/medical notes ARE accepted with a date/time stamp from the physician for a partial day’s absence. If your student is ill for **more than 3 days**, a doctor’s note will need to be provided to the Attendance Office. Students may NOT call themselves in for their absences even if they are 18 years of age without an adult status form on file.
* **Checking Attendance -** You can check your student’s attendance record in their Infinite Campus Parent Portal. The household number that you list in Infinite Campus at the beginning of the year is the number that the auto dialer will call to let you know if your student has been marked absent for one or more classes.
* **Marked Absent by Mistake -** If your student was marked absent by mistake, it is your student’s responsibility to talk with that teacher to get it cleared.
* **Prior Approval for Trips / School Activities** -If your student plans to miss class for more than one day, you must give prior notice to the teachers, and arrange for making up the class work. Parents must also notify the attendance office.
* **Student Attendance Review Board (SARB)** -Excessive absences (15% or more of school days) whether excused by parents, or truancy, will result in your student coming under the Chronic Absenteeism Intervention program which may result in the student and parents attending a District Attorney Mediation meeting. You will have ample prior written notice to improve attendance or provide documented reasons for the absences before your student is brought before DA Mediation.