



PASADENA UNIFIED SCHOOL DISTRICT
Child Welfare, Attendance & Safety

Dear Parent/Guardian,

We know that you are aware that daily attendance at school is critical to a student's success in school. In order to assist you in making sure that your child attends and is on time to school every day, we are reminding you of the following information:

Per California Education Code Section 48260, any student subject to compulsory education, who is absent from school without a valid excuse for three full days, is truant. Education Code Section 48260 also states that any student who is tardy or absent for more than any 30-minute period during the school day, without a valid excuse on three occasions in one school year, is truant. Only absences for illness, doctor/dentist appointments, bereavement, and court hearings are considered excused by California Education Code.

Also be advised that the Pasadena Unified School District considers 10 or more excused absences or 10 or more tardies of less than 30 minutes during a school year excessive.

Students that are truant or have an excess of excused absences or tardies will be referred to the School Attendance Review Board (SARB) which will request parent and student participation in a hearing and/or mediation process involving school district and juvenile court officials.

Per Pasadena Unified School District Administrative Regulation 5113, parents are responsible for informing the school attendance clerk of the reason for the student's absence. The student's absence will be recorded as unexcused if the parent does not provide a note with the reason for the absence or notify the school in person or by telephone of the reason for the absence. If the school is not provided with an acceptable reason (per Education Code Section 48205) for the student's absence within five days of the student's return to school, the absence will remain on the student's attendance record as unexcused.

If you have any questions or are in need of assistance regarding school attendance, please contact your child's principal or contact the Office of Child Welfare, Attendance & Safety at your earliest convenience.