

# H. E. Huntington Middle School

1700 Huntington Drive

San Marino, CA 91108

(626) 299-7060

*A National Blue Ribbon School*

## ATTENDANCE PROCEDURES 2010-2011

**If your child is absent on a day for ANY reason, please call the Huntington Office between 7:30 A.M. and 8:45 A.M.** Please be prepared to give the following information:

1. Your student's **name**.
2. Your student's **homeroom teacher**.
3. The **reason** for the absence.

This call should be made if your student will be absent for any portion of the day that includes homeroom. Our master attendance is taken during the homeroom period. If you fail to call in on the day of the student's absence, the school will attempt to contact you in order to inform you that your student has been reported absent. It will greatly enhance our communication and aid us in monitoring the safety of your student if you will notify us when you know your student will be absent.

When your student returns to school, he/she must still check in through the office with a *written note* which includes items 1-3. The note must, also, indicate exact dates of absence, or periods of absence if it is a partial day absence.

**It is NEVER acceptable, for any reason, for anyone to sign the name of another person.** This is true even if the other person is aware of or would give permission to sign. Signing another person's name for ANY reason will be considered forgery, and disciplinary consequences will follow.

Please be aware that under California law, there are no excusable absences by the state. The amount of money that the state allocates to the district for each day of attendance for your child is known as ADA (average daily attendance) and is currently in the amount of \$25.00. The district loses money every time your student is not at school. If your student will be out of school for any reason, the district respectfully requests that you reimburse the school district for that lost revenue. Please make checks payable to the "San Marino Unified School District" in the amount of \$25.00 per day. These checks may be turned into the school office upon the return of your student. By law the school must determine whether or not to accept the absence excuse. *School personnel, in accordance with state law, are charged with verifying the legitimacy of an absence or tardy.*

*It is extremely important for the safety of your student that we are able to keep accurate and up-to-date attendance records. Your cooperation in the procedure described above will make our attendance process more efficient and allow us to provide for that safety.*

\* \* \* \* \*

*Please sign the Master Signature Summary acknowledging you and your child have read and understand the attendance procedures.*