

DRAFT April 1st, 2025

**Regulation 5113: Absences And Excuses**

Status: ADOPTED

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**Excused Absences Receiving ADA**

~~A student's absence shall be excused for the following reasons:~~

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health (Education Code 48205)
2. Quarantine under the direction of a county or city health officer. (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic appointments. (Education Code 48205)
4. Attendance at funeral services for or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident.
  - ~~4. Attendance at funeral services for a member of the immediate family. (Education Code 48205)~~
    - ~~a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)~~
    - ~~b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son, daughter, brother, sister or any relative living in the student's immediate household. (Education Code 45194, 48205)~~
5. Jury duty in the manner provided by law. (Education Code 48205)
- ~~6. Exclusion, for up to five school days, for failure to present evidence of immunization. (Education Code 46010)~~
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
- ~~7. Participation in religious instruction or exercises in accordance with district policy. In such instances:~~
  - ~~a. The student shall attend at least the minimum school day. (Education Code 46014)~~
  - ~~b. The student shall be excused for this purpose on no more than four school days per month. (Education Code 46014)~~

## Excused Absence Not Receiving ADA

A student's absence shall be excused for justifiable personal reasons including but not limited to: (Education Code 48205)

- ~~1. Appearance in court.~~
  - ~~2. Attendance at a funeral service.~~
  - ~~3. Observation of a holiday or ceremony of his/her religion.~~
  - ~~4. Attendance at religious retreats for no more than four hours during a semester.~~
  - ~~5. Employment interview or conference.~~
  - ~~6. When the student is the custodial parent of a child who is ill or has a medical appointment during school hours.~~
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
    - a. Attendance or appearance in court
    - b. Attendance at a funeral service
    - c. Observance of a religious holiday or ceremony of the pupil's religion
    - d. Attendance at religious retreats for no more than one school day each semester
    - e. Attendance at an employment conference
    - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
    - g. When the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district
  8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
  9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district (Education Code 48205)
  10. Attendance at the student's naturalization ceremony to become a United States citizen (Education Code 48205)
  11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people (Education Code 48205)
  12. For a middle school or high school student, engagement in a civic or political event, provided that the student

notifies the school ahead of the absence (Education Code 48205)

Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence each school year (Education Code 48205)

Students may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260

13. When a student's immediate family member or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family has died: (Education Code 48205)

- a. To access services from a victim services organization or agency
- b. To access grief support services
- c. To participate in safety planning or take other actions, including, but not limited to, temporary or permanent relocation, to increase the safety of the student, an immediate family member of the student, or a person determined by the student's parent/guardian to be in such close association with the student as to be considered immediate family.

Such absence shall be excused for not more than three days for each incident. (Education Code 48205)

Any absences beyond three shall be subject to the discretion of the school administrator, or their designee, pursuant to Section 48260

14. Due to the pupil's participation in military entrance processing.

15. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomination (Education Code 46014)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in Administrative Regulation 6112 - School Day, and is not excused from school for this purpose on more than four days each school month. (Education Code 46014)

16. For a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days, work in such industry (Education Code 48225.5)

For this purpose, student absence shall be excused for a maximum of up to five absences each school year. (Education Code 48225.5)

17. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences each school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

18. Other reasons authorized at the discretion of the principal or designee based on the student's

specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, sibling, grandparent, or any other relative living in the student's household. (Education Code 48205)

### **Method of Verification**

~~Students who have been absent must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:~~

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation, either in person or by written note, verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

1. Written, digital, or audio message from parent/guardian or parent representative
2. Conversation, in person or by telephone, ~~or via taped message~~ between the verifying district employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student.
  - b. Name of parent/guardian or parent representative.
  - c. Name of verifying employee.
  - d. Date or dates of absence.
  - e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was actually absent for the reasons stated. A written record shall be made, including information outlined above.  
  
~~3. Verification of confidential medical appointments by the student's physician. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.~~
4. Physician's verification
  - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office

to confirm the time of the appointment

- b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences

#### Truancy

~~Students shall be classified as truant if absent from school without a valid excuse three or more days in one school year or tardy or absent without a valid excuse in excess of 30 minutes on each of more than three occasions in one school year or any combination thereof. Such students shall be reported to the Superintendent. (Education Code 48260)~~

~~Upon the student's initial classification as a truant, the district will notify the student's parent/guardian of the following: (Education Code 48260.5)~~

- ~~1. The student is truant.~~
- ~~2. The parent/guardian is obligated to compel the student to attend school.~~
- ~~3. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290 et seq.~~
- ~~4. The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.~~
- ~~5. Alternative educational programs are available in the district.~~
- ~~6. The student may be subject to prosecution, including arrest by a probation officer, a peace officer, a school administrator, or an attendance supervisor under Education Code 48264, if found away from home and absent from school without a valid excuse.~~
- ~~7. The student may be subject to suspension, restriction or delay of his/her driving privilege pursuant to Vehicle Code 13202.7.~~
- ~~8. It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.~~

~~Any student who has been reported as truant and who is again absent from school without a valid excuse one or more days, or tardy on one or more days, will again be reported as a truant to the attendance supervisor or the Superintendent.~~

~~Any student is deemed a habitual truant who has been reported as a truant three or more times per school year, as long as an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent/guardian and the student himself, after the filing of the reports.~~

~~In this conference, the district officer may discuss resources available for achieving regular school attendance, which may include:~~

- ~~1. Program changes.~~
- ~~2. Referral of family to community agency.~~

- ~~3. Referral to school psychologist or student study team.~~
- ~~4. Modified day.~~
- ~~5. Independent study.~~
- ~~6. Special school projects, special programs.~~
- ~~7. School furlough.~~
- ~~8. Work experience education.~~
- ~~9. Alternative education.~~
- ~~10. Referral for health checkup, medical examination.~~

~~When a student is referred to a school attendance review board or to the probation department, the Superintendent shall provide the student and parent/guardian, in writing, the name and address of the school attendance review board or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian are required, along with a district staff member to meet with the SARB or probation officer to consider a proper disposition of the referral. Education Code 48263.~~

~~If a student has been judged by the county juvenile court to be a habitual truant or habitually insubordinate or disorderly at school, or if a student has been required by the court to attend school as a condition of probation, the district shall inform the juvenile court and the student's probation or parole officer, within 10 days, whenever that student is insubordinate, disorderly at school, or truant or tardy without a valid excuse. (Education Code 48267)~~

~~The Superintendent shall gather and transmit to the County Superintendent of Schools the number of referrals and types of referrals made to the school attendance review board and the number of requests for petitions made to the juvenile court. (Education Code 48273)~~

### **Parental Notifications**

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)
2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)
3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time (Education Code 48980)

Such notice shall include the full text of Education Code 48205. (Education Code 48980)