Dear Parents/Guardians:

As we enter a new school year, we would like to inform you of our attendance policy at Palms Middle School. As parents, you are a vital part of your child’s success and future achievement. We encourage you to support him/her through your efforts in seeing that he/she attends school daily and on-time. **Education is a continuous learning experience.**

According to the California Education Code, “each person between the ages of 6 to 18 years not exempted is subject to compulsory full-time education. Students who are absent from school without valid excuse on three occasions or tardy for more than 30 minutes in a school day on three occasions in one school year are truant and will be reported to the attendance supervisor or the superintendent of the school district.” Failure to comply with the Education Code may result in:

- Referral to School Attendance Review Team (SART) and/or School Attendance Review Board (SARB) process
- Your case may be referred to the District or City Attorney
- Cal Works or TANF may reduce your monthly allowance per child
- You may be fined up to $2,500 per child

**Education, by law, is a parental responsibility.** If your child is absent or needs to miss part of a school day:

- Schedule all appointments for your child after school, on weekend days or during your child’s vacation.
- If the appointment must be during school hours, please have your child attend school prior to the appointment and/or return to school before/after the appointment to complete the school day.
- Call the school to let them know your child will be absent and why.

All absences must be verified as required by California Education Code. Upon your child’s return from an absence a note must be submitted to the Attendance Office from any of the following: parent/guardian, medical doctor, health care agencies or school nurse. If your child’s absence is not cleared **within 10 school days**, it will be marked as reason code #3 truancy and may lead to truancy status.

Please be advised that a family’s failure to report, in writing, a change in address, within 30 calendar days shall be cause for forfeiture of the right to a Continuing Enrollment Permit.

Education is a partnership between parents and the school. We will work with you to address issues or concerns which may be preventing your child from attending school regularly.

Sincerely,

Principal

Initial Attendance Policy Letter