

# General Attendance Information

## ATTENDANCE MATTERS ALL DAY, EVERYDAY

At Don Lugo High School we are committed to providing our students with a quality education. Each student must be in school every day to reach their full potential and attain their educational goals. To make expectations clear and work more effectively with our students and families, we have provided you with the following information regarding attendance policies.

- **Attendance office hours are 7:30am to 4:30pm daily.**
- You have 5 days to clear an absence through the attendance office. Absences can be cleared using the following methods:
  - **Online** through the Google Form
  - **Write a note** and send it with your student. Notes should include the student's full name, student ID number, grade level, the date(s) of the absence, the reason for absence, and it must be signed by a parent.
- **Email the attendance clerk [maria\\_paredes@chino.k12.ca.us](mailto:maria_paredes@chino.k12.ca.us)**
- **Call the attendance office @ 909-591-3902 ext. 4011 or 4012.** Please be aware when calling in, you may experience delays when calling right before school or at lunchtime due to a high volume of activity during those times.
- Absences over 10 days in a school year will require verification from a medical professional (Doctor's note)

- No students will be signed out between 2:50pm–3:22 pm on a regular school day.
- **Early Check Out Procedures**
- If your student needs to leave campus during the school day, they must be signed out through the attendance office by a person listed on their emergency card PRIOR to leaving campus.
- Students can only be signed out of school.
- Anyone who checks a student out of school must show a valid ID.
- The person listed on the emergency card must come to the attendance office to check student out for the day.

### **Absences**

- Absences not verified within 5 days or absences due to not following proper check-out procedures, regardless of the reason, cannot be cleared.

**Students with 3 full day unexcused absences, or 3 unexcused single period absences on separate dates are considered truant.**

- You WILL receive truancy calls for your student if 3 or more absences are recorded as unverified/unexcused.
- Saturday School will be assigned to ALL students with unexcused full day absences. Please see the Saturday School tab for more information.