



# PALO ALTO UNIFIED SCHOOL DISTRICT

25 CHURCHILL AVENUE • PALO ALTO, CALIFORNIA 94306

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STUDENT SERVICES

(650) 329-3736

(650) 329-3798 FAX

## **Attendance Policy**

Every Student is expected to attend school daily, unless there is a valid justification for the absence (Education Code 48200)

### **Types of Absences**

#### **Excused Absences**

1. Illness or injury verified by parent, guardian or medical professional
2. Funeral of immediate family member (includes anyone residing with the student): 1 day in state or 3 days for outside the state or country
3. Medical, dental, COVID-19 related, optometric or chiropractic appointment verified by written note from medical professional
4. Quarantine: Directed by a county or city health official
5. Exclusions by school nurse: immunizations or lice (should take one day to clean up and only one day is excused)
6. Approved participation in a school co-curricular activity in which the student represents the school or district

#### **Unexcused Absences**

1. Running errands for family
2. Vacations or trips
3. Unverified illness
4. Transportation problems
5. Inclement weather
6. Babysitting
7. Any absence without documentation or note from parent, guardian or medical professional

### **Truancy**

All absences must be verified within three (3) school days. Verification of student absences will only be accepted from doctors, other medical professionals, and parents/guardians, either by note, email, phone, or other electronic means. If verification has not been received within the three-day period, the absence(s) will be unexcused, and the student will be at risk of becoming truant.