



Revised 4/20/12

## TRUANCY NOTIFICATION

January 2012 the Lakeside Union School District implemented an attendance notification program. This program automatically generates and mails letters to all households with excessive absences and/or tardies of more than 30 minutes. School attendance is mandatory by law for all students until the age of 18 years-old. We are required by law to send you this notification that your child has been excessively absent, truant, or tardy. **This includes excessive absences and/or tardies due to illnesses.**

There are two categories of absences--**VERIFIED** and **UNVERIFIED**. A **verified absence** is an absence that has been cleared by the parent or guardian. Clearing means that you have called the school office or sent a note to school stating why your child was absent. An **unverified absence** means that the school has not been notified by the parent or guardian as to why their child is absent from school. Unverified absences are considered trancies. Of course, we know that your first grader isn't "ditching" school, but, unless you contact the office, the absences are categorized as truant.

**There is a difference between absences or tardies that are "verified" and ones that are "excused."** The guidelines for excused and unexcused absences or tardies are very specific. These state guidelines are non-negotiable. The only absences or tardies that are identified as **"EXCUSED"** are illness, doctor/dental appointment or funeral of an immediate family member. All other absences are considered **"UNEXCUSED"**. For example, if your child is absent and you have called the office to notify us that you have had car trouble, the absence is *verified* and *unexcused*, not excused, because the reason for absence was not an illness, doctor/dental appointment or funeral of an immediate family member.

***We appreciate your calls and notes verifying your child's absences.*** If you haven't called, please do so, as soon as possible. If you prefer, you may e-mail Sheila Florey, our Attendance Clerk, at [sflorey@lsusd.net](mailto:sflorey@lsusd.net) or use our online form on our website: [www.lsusd.net/lp](http://www.lsusd.net/lp) > Office > Report an Absence.

If you would like more clarification, please feel free to call our office at (619) 390-2656 and we will be happy to review your child's attendance with you.