



MOUNTAIN VIEW HIGH SCHOOL
Attendance Procedure Guide
Attendance 24-hour Line (650) 968-2406
Attendance Office (650) 940-4648

FULL DAY ABSENCE

A parent/guardian must call the day of the absence or as soon as possible.

- Leave the following information:
 1. Student's first and last name (spell last name)
 2. Student ID # (5 digits)
 3. Grade
 4. Date(s) of absence
 5. Exact reason for the absence (illness, medical, dental, ortho, DMV, court, etc.)
 6. Your name, your phone number and relationship to the student

PARTIAL DAY ABSENCE

A parent/guardian must call the day before the absence or as soon as possible. Please make every effort to schedule appointments outside of school hours.

- Leave the following information:
 - 1-6. **All information requested from Full Day Absence above plus**
 7. Period(s) student will miss
 8. Time you will be picking-up your student and/or returning to campus (if your student is leaving on their own, please state method; car, bike, bus etc.)
- **LEAVING CAMPUS EARLY**

If you will be picking up your student early for an appointment, it is your responsibility to notify the Attendance Office. For morning appointments, please call the night before. For afternoon appointments, please call before noon. A parent/guardian must come into the Attendance Office and sign-out the student (unless your student is leaving as per item 8 above). Student will not be called out of class until parent/guardian is in the Attendance Office. Please allow at least 15 minutes to call your student out of class (especially if they are in P.E.). **Students who do not sign out will receive unexcused absences for the classes they miss that day.**
- **ARRIVING CAMPUS LATE**

If your student will be arriving late from an appointment, it is your responsibility to notify the Attendance Office. For morning appointments, please call the night before. For afternoon appointments, please call before noon. Students must come into the Attendance Office to pick up an Admission Slip to be allowed into class. If you forgot to call, a parent/guardian must come into the Attendance Office and sign-in the student. **Students who do not sign in will receive unexcused absences for the classes they miss that day.**

UNEXCUSED ABSENCE

Absences must be cleared within 48 hours by a Parent or Guardian. Anything after 48 hours will be considered as an unexcused absence.

Parent/guardian notes or emails are NOT accepted. Doctor/medical notes ARE accepted with a date/time stamp from a physician for a partial day's absence. If your student is ill for more than 3 days, a doctor's note will need to be provided to the Attendance Office upon the student's return.

Student may not call themselves in for any absence even if they are 18 years of age. This will result in a referral to the Administration Office. Parents can see the student's attendance via their SIS account. We will call parents to confirm absences at our discretion.

TARDY

If your student is tardy from the start of a class period, they will need to come to the Attendance Office to obtain an Admission Slip before going to the classroom. A student is considered absent after missing the first 30 minutes of class.

AUTO DIALER

If a student is absent from a class period for any reason and has not been previously cleared, an automated phone call to the home number will be placed to alert the parent/guardian that their student has been marked absent. The information relayed by the auto dialer is not necessarily a complete or accurate representation of the student's attendance activity. A

phone call from the auto-dialer is a reminder that the absence must be cleared. Any absence not cleared within 48 hours by a parent/guardian will be treated as unexcused. Please make sure we have the correct home number. To make changes to the student's contact numbers, please stop by the Attendance Office.

MARKED ABSENT BY MISTAKE???

If your student was marked absent by mistake, it is the student's responsibility to talk with the teacher that marked him/her absent and fill out an Attendance Correction Slip to correct the error. The teacher is the only staff member that can verify the student's presence.

The Attendance Office handles hundreds of separate records of attendance and tardiness each day. Due to this large volume of information, we sometimes make mistakes, but we have developed a system to make corrections. We believe that it is both reasonable and useful that students be asked to follow through and seek the correction of these errors. Also, parent/guardians can follow their student's attendance via the Parent Portal SIS account.

ILLNESS OR INJURY AT SCHOOL

Mountain View High School does not have a nurse on campus. If your student comes to the Attendance Office because they are not feeling well and we cannot reach a parent/guardian or emergency contact, your student will be returned to class or kept in the office, (at our discretion) until we hear from a parent/guardian.