

ATTENDANCE AT A GLANCE

NOT GOING TO BE AT SCHOOL...

email AREAttendance@capousd.org
ARMSattendance@capousd.org

or call the Attendance Line @ 949-234-5929

Provide the following information when emailing or leaving a message:

- The date(s) of the absence
- The person calling
- The student's full name (spell the last name)
- The reason for the absence (if no reason is given, it will be marked as UNEXCUSED)

EXCUSED ABSENCES (partial list):

- Illness
- Medical or dental appointments
- Death or serious illness in the immediate family
- Religious holidays
- Funeral (up to 5 days)

UNEXCUSED ABSENCES (partial list):

- Traffic or Transportation related issues
- Vacations
- Personal (no reason provided)
- Visiting with friends or family
- Too tired

Please note:

- **Absences can only be excused within 72 hours.**
(If we have not received a call within 72 hours, the absence will be unexcused).
- If you have planned absences, you can request an Independent Study Agreement (see below).

GOING TO BE LATE TO SCHOOL... Stop in the office to get a tardy slip

EXCUSED TARDY

- Illness
- Medical or Dental Appointments

UNEXCUSED TARDY (Partial list)

- Traffic or Transportation related issues
- Rain/Weather

LEAVING SCHOOL EARLY... Come to the office to have your student called from class

- A parent or guardian, who is on the approved contact list, must come into the office to sign the student out before they may leave campus.
- A Photo ID is required to sign out a student.
- Student will not be called out of class until the parent/guardian arrives.

GOING AWAY FOR UP TO 15 DAYS... Request an Independent Study Agreement (ISA)

- Notify the office **AT LEAST 10 SCHOOL DAYS PRIOR TO THE FIRST DAY OF ABSENCE** so that the request can be reviewed, and if approved, class assignments may be organized.
- ISA may be for up to 15 days per school year.
- Work assigned through ISA is due upon return to school.

OTHER QUESTIONS... Contact Marcia @ 949-234-5951 or makellerman@capousd.org