



# Glenoaks Schools

Wooden Shoe Preschool & Glenoaks Elementary School

A ministry of the First United Methodist Church of San Fernando

1525 Glenoaks Blvd. San Fernando, CA 91340 Office: (818) 365-1513 Fax: (818) 361-8943

Email: [office@GlenoaksSchools.com](mailto:office@GlenoaksSchools.com) website: [www.glenoaksschools.com](http://www.glenoaksschools.com)

## Student Truancy Report

My child, \_\_\_\_\_ was absent on \_\_\_\_\_ M T W TH F  
Student's Full Name mm/dd/yy

for the following reason(s): *Please check all that apply!*

\_\_\_\_\_ Illness: *please describe* \_\_\_\_\_

\_\_\_\_\_ Doctor Visitation (Please attach a doctor's note)

\_\_\_\_\_ Family Emergency: *please describe* \_\_\_\_\_

\_\_\_\_\_ Other: *please describe* \_\_\_\_\_

### Attendance Policies

California Education Code 48260 states that a student missing more than 30 minutes of instruction without an excuse three times during the school year must be classified as a truant. Official attendance records are kept and will be released if subpoenaed by Juvenile Court. If a student is tardy or absent for more than 10% of each trimester, he/she may receive an incomplete and may not be promoted to the next grade level. This classification and referral helps emphasize the importance of school attendance and is intended to help minimize interference with instruction.

**EXCUSED ABSENCE:** Students have the number of excused days, plus one additional day, in which to make up work. Failure to make up work will result in a zero for the missed assignment.

**UNEXCUSED ABSENCE:** Students will not be able to make-up work given that day.

*Please refer to the PARENT and STUDENT HANDBOOK for further details.*

Parent/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use

\_\_\_\_\_ Excused \_\_\_\_\_ Unexcused Authorizer's Signature: \_\_\_\_\_