

Absences:

1. **Call the Attendance Office – (626) 940-2002** and leave a message on the attendance answering service before 10:00 a.m. The parent/guardian calling must state the following:
 - a) The student's name, year, and ID#.
 - b) The reason for the student's absence
 - c) A phone number where the parent/guardian may be reached during the day.

2. Prepare **a written note** for the absent student to bring to school stating:
 - a) The reason for the absence
 - b) The date(s) of the absence.

3. If the student was treated by a physician, **arrange for a note from the doctor** to the school nurse stating:
 - a) The diagnosis and date of return to school
 - b) Any restrictions upon participation in PE, sports or technology.

(from p.18 of the Parent-Student Handbook)