

**ABSENCES AND EXCUSES**

**Excused Absences**

A student's absence shall be excused for the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)

*(cf. 5112.2 - Exclusions from Attendance)*

3. Medical, dental, optometrical, or chiropractic appointment (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state (Education Code 48205)

*Immediate family* shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)

5. Jury duty in the manner provided by law (Education Code 48205)
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (Education Code 48205)

*(cf. 5146 - Married/Pregnant/Parenting Students)*

7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats not to exceed four hours per semester
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process

**ABSENCES AND EXCUSES** (continued)

8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

*(cf. 6142.3 - Civic Education)*

9. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

*(cf. 6173.2 - Education of Children of Military Families)*

10. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy: (Education Code 46014)
  - a. In such instances, the student shall attend at least the minimum school day.
  - b. The student shall be excused for this purpose on no more than four days per school month.

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*

**Method of Reporting**

When a student who has been absent returns to school, he/she shall present a satisfactory explanation reporting the reason for the absence. Absences shall be reported by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

Student absences must be reported within 72 hours or the absence reverts to truancy. The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee

**ABSENCES AND EXCUSES** (continued)

- d. Date(s) of absence
  - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
  4. Physician's verification.
    - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
    - b. When a student has had 10 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness shall be verified by a physician.

**Exemptions from Attendance**

Request for exemptions from compulsory full-time attendance must include satisfactory evidence of conditions upon which an exemption can be legally justified.

Children may be exempted as follows:

1. Children whose physical or mental condition is such as to prevent or make inadvisable attendance at school or application to study. Satisfactory evidence of the condition shall be required, such as a statement attesting to the condition from a qualified medical practitioner.
2. Children who are being instructed in a private full-time school. The attendance supervisor or designee shall verify that the private school complies with Education Code 33190 before such exemptions are valid.
3. Children who are being instructed by a tutor who hold a valid state credential for the grade taught. The instruction shall consist of study and recitation for at least three hours a day for 175 days of each calendar year.
4. Children holding work permits may be exempted from full-time attendance, but must attend part-time classes.

**ABSENCES AND EXCUSES** (continued)

5. Students between the age of 12 and 18 who enter a school attendance are from another state within 10 days of the end of the school term shall be exempted from the remainder of the term.
6. Students who have graduated from a public or private high school maintaining a four year course above the 8th grade.
7. Students who have successfully demonstrated proficiency equal to or greater than standards established by the State Department of Education and have verified approval submitted by their parent/guardian. (Education Code 48410)

Regulation  
approved:

May 10, 2018

**POWAY UNIFIED SCHOOL DISTRICT**  
San Diego, California