

ABSENCE NOTIFICATIONS

Fresno USD will notify the parent or guardian of the student who missed **3 or more unexcused days or 7 or more excused days** within the current school year through a letter mailed to the address on file.

Each letter specifies what caused the letter to be sent.

- **1st Notification of Truancy** upon **3 Unexcused absences***
- **2nd Notification of Truancy** upon **6 Unexcused absences***
 - **Conferences Notification** after **6 Unexcused absences** and requires a meeting with a school administrator
- **3rd Notification of Truancy** upon **9 Unexcused absences** and after an attempt to meet with the school administrator

- **1st Excessive Excused Absence Letter** upon **7 Excused absences****
- **2nd Excessive Excused Absent Letter** upon **14 Excused absences****

Note: *Unexcused absences are classified as UNVERIFIED, UNEXCUSED, and/or TARDIES OVER 30 MINUTES

**Excused absences are classified as ILLNESS, EXCUSED, and/or DOC NOTE...Excused absences do not change the classification of the student to a TRUANT

To prevent a Notification of Truancy, the parent must contact the school's attendance office within 3 days of the absence to excuse the absence; however, if the absence is deemed unexcused, the student will still be in violation of the district's attendance policy. Failure to update the absence(s) may result in an unwarranted truancy letter.

Ed Code Section 48260 (a) for defining a truant and Ed Code Section 48260.5

The Excessive Excused Letter is informational and is used to notify the parent if the student is absent from school for an excessive number of days due to reasons considered excused; however, the student is in danger of missing substantial learning time.