

CTA Excused Absence Policy

Policy: *Certain specified absences in line with our Parent Agreement packet and/or Parent Handbook are considered Excused. All absences not listed on this policy will be considered Unexcused unless prearranged and approved by the Director of Special Education or School Director/Principal.*

- Student illness or injury as long as it is reported to the school within policy guidelines as outlined Parent Agreement packet and Handbook, providing a minimum 24 hours' notice of pre-planned absence **or 1 hour prior** to morning bell (8:15 am) for unplanned absences
- Quarantine under the direction of a county or city health officer
- 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
 - 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.
- Family Emergencies (school may ask for documentation)
- Doctor, dental, or other therapeutic appointment's that cannot be scheduled before/after school hours
- The illness or medical appointment during school hours of a child to whom the student is the custodial parent
- National holidays
- Religious holidays or observance there of
- County/State court appointments
- Spending time with immediate family who is an active duty member uniformed services 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
- Special prearranged requests from parents (under above specified conditions)

When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older.

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
- 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 14 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.