

NORTHGATE HIGH SCHOOL ATTENDANCE 2017-18

ATTENDANCE OFFICE HOURS: 7:30am ~ 3:30pm (925) 938-0900 x3505 or nhsattendance@mdusd.org

ALL/PARTIAL-DAY ABSENCES

(must be cleared within 3 school days)

Call or email the **All/Partial-Day Absence Line**
(925) 939-6911

nhsattendance@mdusd.org
and leave the following information

- Student's name, please spell the last name
- Grade
- Reason for absence (*required*)
- Date(s) of absence(s) ~ within 3 school days
- Person (& relationship) making the call
- Your best daytime phone number

PERMITS TO LEAVE

(during school day)

Call or email the ATTENDANCE OFFICE directly
(925) 938-0900 ext. 3505

nhsattendance@mdusd.org
request a **Permit to Leave 1 hour ahead**

- ALL Students need a permit to leave ***BEFORE*** leaving the campus during school day (Northgate is a closed campus)
- If a student is sick or needs to leave, the student needs to call from the attendance office and the attendance secretary will speak directly to the parent /legal guardian.
- If possible, send a note with your student stating the reason, your cell #, and departure time from school
- **Upon return**, please make sure the student checks back in at attendance office before returning to class

CODES FOR ABSENCES

(per State Ed. Code)

- L** Illness or injury of the student
- E** Student doctor, dentist/ortho or other medical apt.
- E** Student attendance at a funeral service of family member
- E** Quarantine imposed by a city or county health official
- E** Student service on a jury
- E** Student appearance in court
- E** Employment interview (for student) or conference (for student)
- E** Up to five days to obtain required immunizations
- E** Exclusion from school due to head lice or lack of physical exam
- O** Prior approval of absence from the Principal (email/signed note from parent or legal guardian is needed in order to request)
- U** Unexcused (count toward trancies) reasons: Vacation/out of town, transportation issues, taking care of sibling, non-NHS sports/art events, college visits (>3 or non-seniors)

ABSENCE PROCEDURES

- More than 13 excused absences due to illness in a school year is considered excessive (AR5113); verification by physician will be required for any subsequent all-day absences (due to illness or medical appointments)
- You will receive an automated phone call and/or email reporting the absence to you if a truancy isn't cleared
- Check HomeLink: "A" codes should be cleared within 3 school days
- Students & Teachers have 3 days to correct any errors; students can pick up the Attendance Correction Forms in the office. The office needs to wait for verification from the teacher before the error can be fixed

EMAIL: nhsattendance@mdusd.org

NHS Website: northgatehighschool.org