



CJHS/CHS ATTENDANCE PROCEDURES

**EACH STUDENT IS ALLOWED 10 ABSENCES (EXCUSED OR UNEXCUSED) PER SEMESTER.
PLEASE SEE THE CJHS/CHS STUDENT HANDBOOK FOR THE ATTENDANCE POLICIES.**

I. Report absences along with the reason for the absence to the attendance office before school each day your student is absent.

Call 619-201-8800, or email tracy.crouder@christianunified.org to report your absence.

- a. If the absence is not reported, your student will be called to the office the day they return to call home to verify the reason for the absence and clear it.
- b. If non-reporting of absences becomes a recurring issue, disciplinary action will be taken by the administration.

II. Scheduling appointments:

- a. Try to schedule all medical, counseling, DMV, etc. appointments outside of school hours.
- b. When coming in late, or leaving/returning to campus, **YOU MUST SIGN IN/OUT AT THE OFFICE.**
- c. Late arrivals due to early morning appointments:
 - i. Call the office to report that your student will be coming in late.
 - ii. When your student returns, they must sign in at the office to get a pass to class.
 - iii. **All medical/counseling appointments must have a "School Note" from the provider for the absence to be excused.**
 - iv. If a note is not provided, the parent will be required to make contact with the provider and have them send a note, or confirm the appointment by phone or email, **or the absence remains unexcused.**
- d. Appointments during school hours:
 - i. Parents should call the office ahead of time to request that a pink slip be sent to your student to get out of class and report to the office.
 - ii. They must sign out when they leave (if you are driving them, they can meet you in the parking lot by the office after signing out).
 - iii. When they return:
 1. They will sign in at the office and get a pass back to class.
 2. **All medical/counseling appointments must have a "School Note" from the provider for the absence to be excused.**
 3. If a note is not provided, the parents will be required to make contact with the provider and have them send a note, or confirm the appointment by phone or email, **or the absence remains unexcused.**

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III. Special Absences (examples: Family event, club sports tournaments, college visits, church trips, etc.) Note: purple slips are not required for CJHS/CHS sponsored trips or sports. (See excerpt from Student Handbook, pg. 4 below)**

- a. Parents must contact the office to request a purple slip for a planned upcoming absence. Because the student must turn in the completed form two days prior to the absence, the parent should contact the office no later than three days ahead of time.
- b. The office will provide the student with a prepared purple slip to be signed by each of their teachers to acknowledge the planned absence. The signed purple slip must be returned to the office no later than two days prior to the trip.
- c. International students should request purple slips one week prior to trips abroad during holidays.
- d. All requests for excused special absences will be reviewed by administration and then approved to be excused or unexcused absences.

Name of Student _____	
Last	First
FAMILY VACATION/REPORT OF ABSENCE	
Vacation Date From: _____ Thru _____	
Teacher's Signature _____	
Per 1: _____	<input type="checkbox"/> Family Related
Per 2: _____	<input type="checkbox"/> Church Related
Per 3: _____	<input type="checkbox"/> Other: _____
Per 4: _____	_____
Per 5: _____	Approved: _____
Per 6: _____	Date : _____
Per 7: _____	
Per 8: _____	

****Pre-approved absence requests require attendance record reviews by administration for final approval****

A vacation slip (known as a purple slip) must be submitted to the office a minimum of two days in advance for any of the above [listed in the handbook] pre-approved absence reasons. This is in addition to any communication with the teacher or administrator. The student will have each of their teachers sign the purple slip and then return it to the attendance clerk two days in advance. This allows the teacher to be prepared for their absence and allows them to make up any work missed. Failure to complete the purple slip process two days prior to the school days missed will result in an unexcused absence. Unexcused absence means the student will not get credit nor be able to make up any work missed.