CLEARING ABSENCES – within 3 school days

To clear ALL-DAY ABSENCES within 3 days, call the
All-Day Absence Line
686-6136 ext 5090
and leave the following info on the recorder and please speak slowly:

- Student's name (ALWAYS SPELL LAST NAME)
- Grade
- REASON for absence REQUIRED
- DATE(s) of absence(s); call within 3 school days
- Your name & relationship to student
- Your BEST daytime phone number

VALID EXCUSES FOR ABSENCES

L Student illness or injury
E Student attendance at a doctor, dental, ortho, or other medical app’t.
E Student attendance at the funeral service of an immediate family member
E A quarantine imposed by a city or county health official
E Student service on a jury
E Appearance in court by student
E Student employment interview or conference
E Up to five days to obtain required immunizations
E Exclusion from school due to head lice, lack of immunization, or physical examination
O Prior approval of absence from the Principal

UNEXCUSED Reasons: vacations/out of town, transportation issues, taking care of siblings, family event, oversleeping, missed carpools, non-VVMS tournaments/events...all count towards truancy contracts

PERMITS TO LEAVE (during school day)

PLEASE COME DIRECTLY TO THE OFFICE TO SIGN OUT YOUR STUDENT(S). BRING YOUR PHOTO ID

- ALL Students need a PERMIT TO LEAVE BEFORE leaving the campus during school day
- Absences will not be cleared if student leaves campus without a permit
- If your student feels ill, they can see the nurse during Passing, Brunch, or Lunch. If sick during class, the teacher will issue a pass to see the nurse.
- We will collect your student from class when you arrive the office to sign him/her out; We will need the reason, your cell number, and the time your student will return to school. If returning, please bring back the Permit To Leave to the office when student checks back in with us.

Students LEAVING campus WITHOUT a PERMIT TO LEAVE
(MDUSD schools are CLOSED campuses)

All calls home must be made from the Attendance Office.

Please DON'T PICK UP YOUR STUDENT WITHOUT A PERMIT TO LEAVE, THEN CALL IN LATER TO CLEAR THE ABSENCE. THE ABSENCE WILL NOT BE CLEARED AND WILL BE RECORDED AS TRUANT FOR ALL MISSED CLASSES (NO EXCEPTIONS).

Thank you for your support and cooperation in keeping our students safely on campus.

NOTE: Upon returning from an appointment, or if arriving late to school, students are required to check in with the Attendance Secretary BEFORE going to class so that we know she/he is safely back on campus.

More than 12 excused absences due to illness in school year is considered excess (AR5113); verification by physician will be required for subsequent absences.

Absences called in after 12 noon will be cleared by the next day; you will receive the automated phone call and/or email from SchoolMessenger reporting the absence to you. Always try to call Attendance first thing in the morning. You may also email your attendance-related questions/issues (including Short Term Independent Study requests) to:

VVMSattend@mdusd.org

Student & Teacher have 3 days to correct any ABSENCE or TARDY ERRORS; students can pick up ATTENDANCE CORRECTION FORMS in the office. These “period absences” must be cleared by the teachers or administrators.

Always Check HomeLink ~ Call 686-6136 ext 5002 with any questions