

# Attendance Information

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Attendance Office Phone Number 858 509-1000

## All Day Absences

Please provide:

1. Student's name and Student ID #
2. Your name and relationship to student
3. The reason for absence
4. The date of the absence
5. A contact phone number

For absences related to illness, please call or email each day that the student is absent.

For personal business absences, such as travel, one call is sufficient with the reason and dates missing.

## Office Campus Passes

Please call or email 24 to 48 hours in advance.

When calling or emailing, you will need to provide:

1. Student's name and Student ID
2. Your name and relationship to student
3. The reason
4. Time of dismissal
5. A contact phone number
6. Person Signing Student Out (Be Prepared to Present an ID)

## Late Arrivals

If your student is late to school, please have them check in at the Attendance desk. To excuse the tardy, call the attendance line/email or send a note with your student.