

# Attendance Information

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**Attendance Preferred Contact:** [PTAttendance@sduhsd.net](mailto:PTAttendance@sduhsd.net)

Attendance Phone: 858-509-1000 x 4609

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**When Contacting Attendance always include the following information:**

1. Student's Name and DOB
  2. Your name and relationship to student
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**Off Campus Pass:  
Request 24-48 hours in advance by email**

Also include the following information

1. Reason for Early Dismissal (doctor, dentist, ortho, personal, etc)
2. Time student needs to leave school
3. Will the student return to school the same day?

If someone other than the parent will be picking up the student, they must be older than 18, listed on the Emergency Contacts and have an ID ready to present in order to have the student dismissed to them.

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**Late Arrival:**

If your student will be arriving late to school, you may:

- walk your student up to the Attendance window to check them in
  - email and also include the reason they are tardy.
  - If they are coming from a medical apt, they can bring a Back to school note from the Doctor.
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**All Day Absences:**

Also provide the following information:

1. Reason for Absence
2. Date of Absence (If the student is out Ill, you must call out each day. Per district guideline a Medical note is required if a student is out 5 consecutive days or more. If the absence is personal, one email is sufficient as long as you include the dates the student will be missing.)