

# HOW TO CLEAR ATTENDANCE

## What's an Excused Absence?

Absences are excused for illness, medical appointments, religious holidays, jury duty, or death in the immediate family, funeral. Family travel is *not* excused. If student is out for illness three consecutive days or 30 periods in one school year we require a medical note. Please check the Attendance Code link explanation of the attendance codes we use.

## How Should I Excuse Absences?

- Bring a **note** to the Attendance Office in D134.
- or **call** us...
  - if last name begins with A – GL, call 510-644-6341.
  - if last name begins with GO – N (*or to speak in Spanish*), call 510-644-6194.
  - if last name begins with O - Z, call 510-644-6209.
- or **email** us at [attendanceoffice@berkeley.net](mailto:attendanceoffice@berkeley.net)
  
- **Please provide the following information when clearing an absence:**
  - Student's full name (no nicknames)
  - Grade
  - Your name, and relationship to the student
  - Daytime Phone number
  - Days or periods of absence
  - Reason for the absence

*\*\* Please use **one method** to clear your child's absence; that means, if you already called, do not follow up with email or a note as it creates unnecessary paper work and/or confusion with clearances.*