

## WHY YOU ARE GETTING A ‘NOTIFICATION OF TRUANCY’

I know that receiving a notification of truancy can be unsettling because the tone is legalistic and somewhat impersonal. (Education Code mandates the language of the letter.) Please contact me directly if you feel that your family’s situation calls for a personal approach.

**First notification of truancy:** California law requires this letter if your child has *three* or more unexcused period absences. The letter lists only the first three absences. Please check PowerSchool for other absences, and discuss this letter with your student. You do not need to attend any meetings.

**Second notification of truancy:** California law requires this letter if your child has *four* or more unexcused period absences and if we already sent you letter #1. The letter lists only the first four absences. Please check PowerSchool for other unexcused absences. If you receive a second notification, you and your student have to come to a group meeting, you and other families will hear about our attendance procedures and the resources we have to support you. If you are unable to make the meeting date (noted in the letter), please contact me to schedule an alternate appointment.

If you believe some of the absences noted in the letter were an error by a teacher or a coach, send an email directly to the teacher or coach, with a cc to me. Note the exact date of error and ask teacher/coach to check records. If s/he confirms an error was made, the attendance office will clear it.

If some of the unexcused absences were due to your own oversight because you did not contact the school, from now on please make a habit of doing so. You can call, email, or write a note, but it has to be within five days of your student’s return to school after an absence.

- By email at [attendanceoffice@berkeley.net](mailto:attendanceoffice@berkeley.net)
- By phone...
  - if last name begins with **A – G**, call (510) 644-6341, Sakuntala Yaramala
  - if last name begins with **Go – N**, call (510) 644-6194, Jessica Lopez-Tello  
Ms. Lopez-Tello speaks Spanish and English
  - if last name begins with **O - Z**, call (510) 644-6209, Claudia Hernandez
- Or bring a **note** to the Attendance Office in D134.
  - The attendance office is open to **students** before school, during lunch and after school only.
  - The attendance office is open to **adults** Tuesday to Friday between 8:00 am and 4:00 pm, and Mondays from 9:30 am to 4:00 pm, except from 2-3:30 pm when the office is closed daily.

Note that it can take us up to ten school days to process excused absences. If you actually cleared an absence but it appeared on the letter, please contact me directly.

Sincerely,

Heidi Weber, Dean of Attendance  
Phone 510.644.6929, email: [heidoweber@berkeley.net](mailto:heidoweber@berkeley.net)