

CLEARING ATTENDANCE

What does the state of California consider an Excused Absence?

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

How Should I Excuse Absences?

1. Give us a phone call according to your student's last name:

Student's Last Name	Phone Number
A-GI	510-644-6341
Go-N (Español)	510-644-6194
O-Z (Español)	510-644-6209

2. Email us at: attendanceoffice@berkeley.net with 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 only one method to clear your child's absence; that means, if you already called, do not follow up with email as it creates unnecessary paper work and/or confusion with clearances.