

The District Office staff handles all matters relating to the attendance of our students:

- Monitors the computerized attendance accounting network at our schools.
- Provides an information system on attendance, enrollment and class size for use by other departments and authorized agencies.
- Files all necessary attendance and enrollment reports with the State of California, which generates a source of income for the district.
- Audits school attendance accounting procedures to assure compliance with the California Education Code.
- Maintains records on all graduated or previously enrolled students.

Attendance Requirements

School attendance is required for all children ages 6 through 18.

State law states that absences are excused *only* if the student is ill or there is a death in the immediate family (1-3 day limit). All other absences are unexcused. Any tardy over 30 minutes, except for medical reasons, is also unexcused. A student who has three unexcused absences and/or tardies will be considered truant. After four more unexcused absences or tardies, parents could be required to appear before a judge and pay a fine.

Many parents are unaware that going “out of town” with their children during school is an unexcused absence, as are “family emergencies.” In both cases, planning ahead can avoid unexcused absences and possible prosecution by the District Attorney’s Office. Some parents think that simply saying the student is ill will solve the problem. It is our district’s policy that we may require a doctor’s note for three consecutive days of absence.

It is our hope that parents will make school a number-one priority in the family. We encourage parents to make carpooling arrangements, plan trips during school holidays and vacations, and have a back-up person available to take students to school if they are ill or otherwise unable to do so.

When families must go out of town, the student can do independent study. Teachers need one week’s notice to prepare materials.

We at Durham Unified work very hard to ensure that our students receive the best education possible. We cannot do that if our students are not in school — on time, every day, when healthy. Please help us to provide our students with the outstanding education they deserve.