



Foothill Ranch Elementary School

1 Torino Drive

Foothill Ranch, CA 92610

Phone: (949) 470-4885 Fax: (949) 586-9982



2023-24 ATTENDANCE REMINDERS

24 Hour Attendance Hotline (949) 470-4885, Option 1

Report absence via email at: FHATTENDANCE@svusd.org

Please call or email **BEFORE** 9:00 AM with the date(s) of the absence and the REASON for the absence

HERE ARE SOME IMPORTANT REMINDERS REGARDING ATTENDANCE WITHIN SVUSD:

- **TARDY TRUANT**
Any student arriving more than 30 minutes late without a valid excuse is considered "tardy truant."
- **EARLY DISMISSAL**
Any student leaving school more than 30 minutes early without a valid excuse, such as a doctor's note, will be marked unexcused. Dismissals from the health office will be excused.
- **TARDY LETTERS**
Parents will receive a tardy letter when a student reaches 5, 10, 15 & 20 tardies.
- **TRUANT LETTER**
Parents will receive Unexcused/Truant letters when a student reaches 3, 6 or 9 unexcused absences or truants: unexcused absences, unexcused early dismissals or truant tardies.
- **14-DAY ABSENCE LETTER**
Parents will receive a 14-day absence letter when a child reaches 14 or more excused absences. After 14 days a doctor's note is required to excuse any further absences.
- Parents have 2 weeks to clear all student absences and tardies.
- ParentSquare will send absence/tardy messages each day at noon. If you receive a message in error, please call the office @ 949-470-7885.

Parents can view absences and tardies in the parent portal under the attendance tab.

All students need to check in at the office when arriving after the school bell to get a tardy slip. If your child is late due to a doctor appointment or sickness (and under medical care), please make sure to get a note from the doctor's office. Doctor's notes will clear the tardy and it will not count towards the excessive tardy letter.

- **INDEPENDENT STUDY CONTRACTS**
Students who will be out for 5 or more consecutive days should contact the office at least two weeks prior to the absence for further information regarding these contracts. Contracts will not be issued in the first or last month of school.