

2021-2022 Attendance and Office Information

**Please remember to call the OLivewood 24 Hour Attendance Hotline before 9 am
(949) 837-6682 - Option 1**

Attendance Policies:

Early Dismissal - More than 30 minutes early requires a doctor's note or will be marked unexcused.

Truant Tardy - More than 30 minutes late without a doctor's note

Tardy Letters - Parents will receive a tardy letter when the student reaches 5, 10, 15, and 20 tardies

Truant Letter - Parents will receive a truant letter when a student reaches 3, 6, or 10 unexcused or truants: unexcused absences, unexcused early dismissals or truant tardies

Parents have 14 days to clear all student absences

All students must check into the office if they arrive after the bell rings and will be marked tardy. Doctor's notes will excuse the absences, tardies and early dismissals.

Independent Study Contract: Students who will be out for 5 or more consecutive days should contact the office at least two weeks prior to the absence to be placed on independent study contract. No contracts will be given in the first or last month of school.