



**GLENDALE UNIFIED SCHOOL DISTRICT**  
223 North Jackson St., Glendale, California 91206-4380  
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**Educational Services**  
Dr. Ilin Magran

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## Attendance Matters

Dear Parent/Guardian:

In California students with poor attendance or behavior are dropping out from school in alarming numbers. Parents need to understand their role in establishing a pattern of regular school attendance. Glendale Unified School District welcomes open and effective communications, such as meetings with administration, teachers, counselors and connecting through parent connect.

A student is chronically absent from school when he or she has missed about two or more days per month. It may not seem like a lot, but that adds up quickly. Over a school year – that can be a whole month of missed school.

Sometimes children get sick. However, even two days each month can put your child's education behind – students in kindergarten and first grade are much less likely to learn to read by the end of third grade. By sixth grade, chronic absences lead to student drop-outs. By ninth grade, good attendance can predict graduation even better than eighth-grade test scores. Clearly, going to *school regularly matters!*

A student must be in their seat, workstation or assigned area and prepared to do work for class at the beginning of the period. If a student is tardy 30 minutes or more to class, on three separate occasions, the student will be recorded for a full day absence (e.g., 3 tardies of 30 minutes or more = 1 absence).

While there are many factors that contribute to success in school, regular school attendance and appropriate school behavior are required to ensure that all students graduate. We would like to help your family with any problems that may arise causing your child to miss school. Together we can find the most appropriate solution for each student and family. Your child's education is important to us.

If you have any questions, comments, or concerns, please refer to your school administrator(s) for inquiries. They will be able to assist you with any attendance questions.

Sincerely,

A handwritten signature in black ink that reads "Ilin Magran".

Dr. Ilin Magran

Coordinator II, Educational Services

**WILSON MIDDLE SCHOOL  
REVISED LATE/TARDY POLICY**

Due to the district's change in attendance policy, Wilson Middle School has updated the language of the Late/Tardy policy as follows:

- LATE= Students who are not in their seats when the bell rings to 29 minutes late
- TARDY= Students who are late to class by 30 minutes or more. These are counted as truancy.

LATES/TARDIES: Students should be seated in class when the bell rings. All students arriving after 8:00 am must have a note excusing the late arrival and check in at the attendance office. Those without a note are to go to class, and the teacher will mark the student late (unexcused). If the student arrives after 8:30 am (30+ minutes late), he/she will be marked tardy. If there is no written excuse, the student will receive a truancy for classes missed.

Detention and/or Saturday school may be assigned for unexcused lates and tardies. Additional consequences will be assigned for continued late/tardies, especially those that happen after the first period of the day. This will also affect citizenship grades in that class. A "U" may be assigned for multiple lates/tardies.

MULTIPLE UNEXCUSED ABSENCES, LATES, AND TARDIES VIOLATE STATE LAW AND CAN BE CATEGORIZED AS TRUANCIES.

<b>Late # (per semester)</b>	<b>Consequence</b>
Late 1 - 3	Handled by Teacher (detention, etc.) Parent should be notified.
Late 4	Teacher contacts parents for notification of "U" in citizenship.
Late 5 (and further)	Refers to administrator who contacts parents. Any additional lates will result in further disciplinary actions such as Saturday School.

Habitual excused lates/tardies will also be considered by teachers and administration on a case by case basis.

(REVISED 11/28/2016)