

# Attendance Policy Reminders

## ABSENCE NOTES

Due to COVID distance learning, our absent note policy has been temporarily adjusted. Absent notes must be emailed to [SHSattend@tusd.org](mailto:SHSattend@tusd.org) within 48 hours of their return to class, or the absence will result in a truant.

Please include:

- Student's name
- ID#
- Grade
- Absence dates
- Periods missed
- Reason for absence

## OFF CAMPUS PASS/OFF LINE PASS REQUESTS

If students need to leave campus or "log off" early for any reason such as dr., dental, DMV, court, personal reasons, or sudden illness (if on campus sign out through the health office), **please notify the Attendance Office (via email) prior to the student leaving or logging off.** Send your request to [SHSattend@tusd.org](mailto:SHSattend@tusd.org). This will ensure that the absence is excused. Missing class without prior notification will result in a truant for the period missed.

## ATTENDANCE CORRECTIONS

Please email the appropriate teacher directly to request a correction. The Attendance Office will be notified by the teacher to make the correction once the error has been verified.