

**Parent Rights and Responsibilities**

The Solano County Office of Education (SCOE) believes that regular attendance plays an important role in student achievement. SCOE recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 6 to 18 are obligated to send their children to school unless otherwise provided by law. SCOE shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

**Excused Absences**

Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, SCOE policy, and administration regulations. (Education Code 48205)

Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during nonschool hours.

At the beginning of each academic year, notifications shall be sent to the parents/guardians of all students, and to all students in grades 7 through 12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)

Students shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations. (Education Code 46014)

A student's grades may be affected by excessive unexcused absences in accordance with SCOE policy.

A student's absence shall be excused for the following reasons: (Education Code 48205)

1. Personal illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometrical, or chiropractic appointment
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.

Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194)

5. Jury duty in the manner provided by law
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to:
  - a. Appearance in court

**Policy 5113 (Continued)**

- b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats not to exceed four hours per semester
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302
9. Participation in religious exercises or to receive moral and religious instruction in accordance with SCOE policy (Education Code 46014)
- a. In such instances, the student shall attend at least the minimum school day.
  - b. The student shall be excused for this purpose on no more than four days per school month.

Method of Verification

When a student who has been absent returns to school, s/he shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012)

The following methods may be used to verify student absences:

- 1. Written note, fax, or email from parent/guardian or parent representative.
- 2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date(s) of absence
  - e. Reason for absence
- 3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
- 4. Physician's verification.
  - a. When excusing students for confidential medical services or verifying such appointments, staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
  - b. When a student has had 14 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness shall be verified by a physician.

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)  
2550-2558.6 Computation of revenue limits

Legal Reference:

EDUCATION CODE (Continued)

- 1740 Employment of personnel to supervise attendance (county superintendent)
- 2550-2558.6 Computation of revenue limits
- 37201 School month
- 37223 Weekend classes
- 41601 Reports of average daily attendance
- 42238-42250.1 Apportionments
- 46000 Records (attendance)
- 46010-46014 Absences
- 46100-46119 Attendance in kindergarten and elementary schools
- 46140-46147 Attendance in junior high and high schools
- 48200-48208 Children ages 6-18 (compulsory full-time attendance)
- 48210-48216 Exclusions from attendance
- 48240-48246 Supervisors of attendance
- 48260-48273 Truants
- 48292 Filing complaint against parent
- 48320-48324 School attendance review boards
- 48340-48341 Improvement of student attendance
- 49067 Unexcused absences as cause of failing grade

ELECTIONS CODE

- 12302 Student participation on precinct boards

FAMILY CODE

- 6920-6929 Consent by minor

VEHICLE CODE

- 13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

- 601-601.4 Habitually truant minors
- 11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

- 306 Explanation of absence
- 420-421 Record of verification of absence due to illness and other causes

ATTORNEY GENERAL OPINIONS

- 66 Ops.Cal.Atty.Gen. 245, 249 (1983)

COURT DECISIONS

- American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307

Policy Cross-Reference:

- 5112.1 Exemptions from Attendance
- 5112.2 Exclusions from Attendance
- 5113.1 Truancy
- 5121 Grades/Evaluation of Student Achievement
- 5145.6 Parental Notifications
- 6154 Homework/Makeup Work
- 5112.2 Exclusions from Attendance
- 5146 Married/Pregnant/Parenting Students
- 6142.3 Civic Education
- 6141.2 Recognition of Religious Beliefs and Customs