



Northwood High School Attendance
NHS 24 Hour Attendance Line: (949) 936-7201



[The NHS website](#) contains this information, as well as additional helpful details.

Every absence from school must be cleared **within THREE DAYS** of the absence. Absences must be verified in one of the following ways:

1. Call (949) 936-7201 (NHS 24-Hour Automated Attendance Line) each day your child is absent.
2. If a parent has not called, the student is expected to bring a written note from his/her parent/guardian to the Attendance Office upon returning to school. The note needs to include the following information:
 - a. Student's full name
 - b. Date of absence
 - c. Reason for absence
 - d. Full signature of parent/guardian with a daytime phone number

Detentions are assigned for ALL absences that are not verified within three days of the absence, regardless of the reason. If it is necessary for the student to be out of school for reasons other than illness, we encourage the student to come to school for at least part of the day. When the student attends part of the day, he or she may be able to touch base with teachers and obtain important assignments. REMINDER: each class period is 90 minutes in length and daily attendance is important.

Justifiable Personal Reason Absence

Students who are being excused from school for a justifiable personal reason such as a religious or cultural observance must submit a written note, signed by the assistant principal, in order to qualify for a verified absence. Phone calls will result in unverified absences. Justifiable personal reason absence forms are available in the attendance office or on the NHS website [here](#).

Early Dismissal

If a student has an appointment which requires that he/she leave school early, a note must be brought to the attendance office signed by the parent or legal guardian stating the dismissal time, date, and reason for absence. This note must be brought to the attendance office *before* school prior to leaving campus so that an early release form can be issued. The Early Release Form must be presented to the teacher before the student is excused from class at the appropriate time. The student will then come to the attendance office to sign out before leaving campus. Students **MAY NOT** leave campus unless they have signed out through the attendance or health office. If the student is returning they will be expected to sign in at the attendance office upon their return. Students who do not sign out with the Attendance or Health Office will be considered truant.

Arriving Late (Tardies)

1. Students who are TARDY (unexcused) during the first 15 minutes of class should report directly to the classroom.
 - 1a. If paper attendance is being taken (Ex: if there is a substitute) and the sheet has already been sent down to the office, students should go to attendance to make sure their marked absence is changed to a tardy, then return to class.
2. Students who are LATE (excused) due to illness, medical appointments, funerals, court dates, or religious holidays should always check in first with the Attendance Office prior to going to class. Students who are late for any other reason should still check in with the attendance office but their tardy will be considered unexcused.
3. All students who are more than 15 minutes tardy/late must sign in at the Attendance Office and obtain an Admittance Form to class.

Agreement for Students 18 years of age

Students who are 18 years old may obtain a form from the Attendance Office allowing them to excuse their own absences. This form must be signed by the parent/guardian and by the Assistant Principal.

Special Circumstances

Pursuant to ed code 48205, student confidentiality is protected for special circumstances, including but not limited to confidential medical appointments.