

CANYON HIGH SCHOOL ATTENDANCE GUIDELINES

We look forward to this next year and to help your students with checking in and out of school, we have provided the following guidelines.

Absences	<ul style="list-style-type: none"> • Students must clear an absence within two (2) school days. • The cut-off time to report an absence and not accrue a detention is 3p.m. on the second day of the absence.
Preferred Method to Clear an Absence	<ul style="list-style-type: none"> • Sending a note is the preferred method to – <ul style="list-style-type: none"> ○ Clear an Absence ○ Clear a Tardy • All notes are to be placed in the tray at the Attendance Office before school, During Nutrition or Lunch, or after school.
Early Dismissal	<ul style="list-style-type: none"> • Please have student turn in a note in the Early Release Bin prior to the start of Attendance Office will then send a pass to the student’s class. The student is unable to leave school without this pass. • If a note is forgotten, we require a 3-hour minimum notice. • If the parent or guardian is unable to send a note or provide a 3 hour notice, they must sign the student out at the Attendance Office.
Attendance Phone Line	<ul style="list-style-type: none"> • If you are unable to send a note, you may call the Attendance Hot Line for same day absences only. The Attendance Hot Line is 714.628.5877 • Attendance / General number: 714.628.5322
Leaving School due to an Illness	<ul style="list-style-type: none"> • If a student needs to leave school due to an illness, they must check out through The Health Office only. They are not able to be checked out through the Attendance Office.
Leaving School without Authorization	<ul style="list-style-type: none"> • Students who need to leave school for any reason must sign out and have a pass, otherwise, they will be counted “Off Campus without Permission” which carries consequences.
Mistakenly Marked Absent	<p>If a student believes they were present and were mistakenly marked absent by the teacher they need to get an “Absence Correction Form” from the teacher to clear the absence.</p>
Notes	<p>The elements of a note to Clear an Absence should include:</p> <ul style="list-style-type: none"> • The date the note is written. • ID Number • The student’s first and last name. • The date of the absence. • The reason for the Absence (Personal or Medical) • The parent or guardian’s signature. <p>The elements of a note to withdraw your student early from school should include:</p> <ul style="list-style-type: none"> • The date the note is written. • ID Number • The student’s first and last name. • The date and time the student needs to be released. • The reason for Absence (Personal or Medical) • The parent or guardian’s signature.
Truancy	<ul style="list-style-type: none"> • Two (2) hours of detention is assigned for every period that your student is truant. • If the student is deemed truant for the entire day, they will earn and serve their Detention at Saturday School. Saturday School is held from 8 a.m. to 12 p.m. on Saturdays. • An Unverified Absence is considered a truancy if it is not cleared by 3 p.m. on the second day of the absence. <ul style="list-style-type: none"> ○ For example, if a student is not in class on June 6, they have until 3 p.m. on June 8 to clear the absence.