



For your child's safety, we must verify all absences. If you know your child will be absent or late for any reason, please email [ccattend@srvusd.net](mailto:ccattend@srvusd.net) or call the school attendance line at 925.479.6098 with the following information to avoid attendance calls and emails:

- Student's first & last name
- Teacher
- Reason for absence

*AR 5113 States that all absences which are not cleared within two days after a student's return to school shall be recorded as unexcused (CUT).*

In an effort to help our families understand the monthly SARB process. Letters will be sent out to families or the following:

#### **Excused Reason**

10 or more full days

#### **Excessive Absences Letter**

#### **SART meeting**

#### **Follow up and referrals**

#### **Possible SARB meeting**

#### **Unexcused or No Reason**

3 days where 30 min or more is missed

Truancy Letter 1

Truancy Letter 2 (3 more days)

SART meeting

Follow up and referrals

Truancy Letter 3

SARB Panel meeting

District Attorney referral

For more information, please visit:

- [SRVUSD SARB page](#)
- [AR 5113](#) discusses excused absences and what happens when there are too many of them
- [AR 5113.1](#) discusses about the escalating steps for truancy



**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**

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**Missing the Last Ten School Days for 2022-23 and  
Independent Study Contracts at the End of the School Year**

Students should be in attendance through the last day of school, June 1, 2023, to maintain their enrollment status at their current school. Independent study contracts will not be issued the last 10 days of school. All independent study contract work must be finished and submitted by May 17, 2023 in order for work to be graded and attendance to be recorded.

If your child must leave school earlier than 10 school days (May 17 or earlier) before the last day of school and does not return before the end of the school year, your child may be subject to the following consequences:

- Incomplete or lowered final grades
- Review by school/district attendance review board
- Unenrolled and placed on the waitlist upon re-enrollment, if space is not available.

If your student is unenrolled, there may not be a space at the current school for your student to return in the fall. In this case your student may have to be diverted to another elementary school in the district. Middle and High school students may not be able to access their elective choices if they re enroll upon their return.

Please note:

In accordance with California Education Codes 48205 and 48260, and District Board Policy and Administrative Regulation 5113, any student who misses 3 or more school days without a valid excuse, as defined by AR 5113, shall be reported as truant to the District attendance supervisor.

**Missing the First Three Days of School 2023-24**

As you plan your summer vacation, be aware that **school begins on Thursday, August 10, 2023**. Some of our schools are very full and may have wait lists.

- If your child does not attend the first three days of school, your student may lose their space at your resident school site and be diverted to another school. If there is not space at your resident school when you return, your child will be placed at the closest school based on space availability.

