



Louis VanderMolen Elementary School



Dear VanderMolen Families,

One of our goals this year is to ensure that every student attends school regularly. Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school.

We realize that some absences are unavoidable due to health conditions or other circumstances. However, we also know that when students miss too much school – regardless of the reason – it can cause them to fall behind academically.

Your child is less likely to succeed in school if they are chronically absent. Absences can add up quickly. A child is chronically absent if they miss just two days every month. If your child is absent, please contact the office at 951-739-7120.

In an effort to collaborate with you and keep you informed of your child's attendance, our school site will be reaching out to you via email, phone calls, and/or letters based on the district's guidelines below:

Attendance letters are sent from our office every 2 weeks via email.	<i>An attendance event is any combination of tardies and/or absences.</i>
Letter 1	Courtesy Notice sent at 7 attendance events.
Letter 2	Warning Notice sent at 10 attendance events.
Letter 3	Invitation to attend a Student Attendance Review Team (SART) sent at 10 absences/15 attendance events.
SARB Referral	Student Attendance Review Board Referral if student is at 15 absences or attendance has not improved.

Let us know how we can best support you and your children so they can show up for school on time every day. We want your child to be successful in school! If you have any questions or need more information, please give us a call.

Sincerely,



Jeremy Barnes
Principal



School success starts
with attendance

School success goes hand in hand with good attendance!

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Important Information for VanderMolen Families

- **School begins at 7:45 a.m.-** Students must be inside the front gate by 7:45 a.m. If they are not inside the gate by this time, they must obtain a tardy slip before going to class. If a student is tardy by more than 30 minutes, it is counted as a verified truancy.
- **Calling in Absences-** Every time your child is out of school, you will need to call the office to provide the reason. If your child is sick for 5 days or more, you must provide a doctor's note.
- **Excused Absences-** Excused absences include illness, injury, court, religious holiday, funerals, and medical appointments.
- **Verified Truancy-** Student is absent from school and parent/guardian has verified the student has not attended. Examples: going on vacation, a birthday, family in town visiting, etc.
- **Unverified Truancy-** Student is absent from school without a phone call.
- **Early Dismissal-** School is out at 2:10 p.m., with the exception of Wednesdays when dismissal is 1:10 p.m. Please plan all appointments accordingly.
- **Independent Study Contract-** Prior to submitting this request, please be aware of the following:
 - Students who are on a SART contract for attendance or are struggling academically may be denied.
 - Contracts must be requested, completed, and signed by the parent/guardian **NO LESS than one week prior to the start of the absence.**
 - Contracts will not be approved the **first or last week of the school year, the week before going off track, or the week coming back on track** as lesson plans for that time will not yet be created or the teacher does not have sufficient time to grade the work.
 - Independent study will only be approved **one** time per academic school year. Learning is occurring by complete the work assigned; however, this is not classroom instruction nor collaboration with peers.
 - Work must be completed by the student and returned the scheduled day of their return, otherwise credit will not be awarded to your child and they will be considered truant.

