



San Bernardino City Unified School District
Cole Elementary School

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Tamika Casey, Principal
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Guidelines for Perfect Attendance 2022-2023

Dear Parents or Guardians,

Cole Elementary recognizes the direct relationship of good attendance and academic success. We highly encourage you to bring your child to school every day. Students will receive perfect attendance awards every trimester if they meet the district's requirements. Perfect attendance is defined as having no partial or full day absences, excused or unexcused. Absences due to verified school activities do not affect a student's qualification for perfect attendance.

The following procedures should be followed when recognizing students for perfect attendance during the school year:

1. Student must be enrolled in the district for the entire instructional year
2. Student must be in attendance at his/her school for the full instructional day.
3. Student must be present in his/her seat during the roll call.
4. Student must not have any tardy or early dismissal throughout the year.
5. A verified school or teacher activity shall not be considered an absence for perfect attendance purposes (BP 5126.1.1 SBCUSC)

Clearing an Absence:

When a student is absent from school, a written excuse from a parent or guardian must be brought to the office. The parent or guardian may also call the attendance office to clear an absence. The note must state the reason and date(s) of absence(s). The full name of the student and a parent or guardian signature must also be on the note. All written excuses and phone excuses are recorded, filed and held for auditing purposes for the state. All absences must be cleared within in 5 days.

After three absences, a School Attendance Review Team (SART) meeting will be scheduled. If attendance does not improve or parent and student do not attend SART meeting, the student and parent will be scheduled for a SARB meeting with our Youth Services Department.

For questions or concerns regarding attendance, please contact office personnel.

Thank you,
Tamika Casey
Principal

San Bernardino City Unified School District • 777 North F Street • San Bernardino • CA • 92410

