



SAN GABRIEL HIGH SCHOOL | ATTENDANCE POLICY

The attendance count will refresh at the beginning of the semester. Below is the revised policy. Parents/Guardians please make sure your student gets to school with plenty of time to be in their first class. (Reminder: 1st period starts at 8:00am.)

TARDIES

Number of tardies	Follow up Steps (at minimum, but not limited to)
1-4	Warning Teacher/Student conference Parent contact by teacher (must be logged into PowerSchool)
5 -7	AMT assigned ***Multiple AMTs from different teachers warrants SART
8-10	SART Senior Contract Intervention Advisor Saturday School
11+	SARB Informal Probation

ABSENCES

When your student is absent, please notify the Attendance Office by calling 626-943-6816 or writing a note that states the following:

- full legal name of student (first and last)
- student grade
- date of absence
- reason for absence
 - If the absence is due to a doctor's appointment, please provide the note from the doctor's office.

Please have the student turn in the note to the Attendance Office upon return to school. The note can be written in the home language of the guardian. A student's absence is considered UNEXCUSED until it is cleared by the Attendance Office.

Truancy	Follow up Steps (at minimum, but not limited to)
1-2	AMT Parent contact by teacher (must be logged into PowerSchool)
3+	SART Truancy Letters Saturday School SARB Intervention advisor