

# OCEAN VIEW SCHOOL DISTRICT ATTENDANCE FLOW CHART

## TRUANCY PROJECT

### “UNEXCUSED” ABSENCES

*Ed Code 48260* - Defines a **truant student** as any student who is absent from school without valid excuse three full days in one school year, or absent more than 30 minutes during the school day without a valid excuse on three occasions, or any combination thereof.

3<sup>rd</sup> UNEXCUSED ABSENCE  
LETTER SENT TO PARENTS

*Ed Code 48261* – A **repeated truant** is any student who has once been reported as a truant (3 days) and who is again absent from school (4 days) without a valid reason. ↓

5<sup>th</sup> UNEXCUSED ABSENCE  
LETTER SENT TO PARENTS  
INTERVENTION MEETING - **SART**  
**(SART CONTRACT)**

*Ed Code 48262* – A **habitual truant** is a student who has 5 or more unexcused absences (**and parent has been notified**). ↓

7<sup>th</sup> UNEXCUSED ABSENCES  
INVITE TO **DA MEETING**

ON NEXT UNEXCUSED ABSENCE  
FORWARD TO **SARB**

*Ed Code 48263* – Refer to SARB ↓

VIOLATION OF SARB CONTRACT  
FORWARD TO **PROBATION**

*Ed Code 48264* – **Chronic truant** - refer to Probation/DA

### EXCESSIVE “EXCUSED” ABSENCES

5<sup>th</sup> EXCUSED ABSENCE  
LETTER SENT TO PARENTS



10<sup>th</sup> EXCUSED ABSENCE  
LETTER SENT TO PARENTS  
GROUP ABSENCE/INTERVENTION  
MEETING



14<sup>th</sup> EXCUSED ABSENCE  
LETTER SENT TO PARENTS  
INTERVENTION MEETING - **SART**  
**(SART CONTRACT)**



*OVSD Board Policy 5113* - Students with medical problems which lead to frequent absences shall be required to provide a medical excuse from a physician verifying the need for excessive absences. After 14<sup>th</sup> absence for illness, doctor's note is required. If NO doctor's note, absences are then marked UNEXCUSED.

3 MORE ABSENCES WITHOUT  
DOCTOR'S NOTE  
(VIOLATION OF SART CONTRACT)



FOLLOW STEPS FOR  
UNEXCUSED ABSENCES