

**SOLANA BEACH SCHOOL DISTRICT**  
**Student Services**  
**Attendance Absence Flow Chart**

**Excessive Excused Absences**

5 Excused Absences  
**1<sup>st</sup> Letter**



10 Excused Absences  
**2<sup>nd</sup> Letter**  
**SART Conference/Contract**  
**(sent to Student Services)**  
 Doctor's note required for future excused absences

*If applicable, review IEP/Section 504 Plan to determine if additional needs should be addressed through the IEP or 504 Plan or an SST needs to be held*



15 Excused Absences  
**3<sup>rd</sup> Letter**  
**Notify Student Services SART Conference Held at Student Services**



3 or more additional absences **not** verified with a doctor's note  
 Continue process for unexcused absences  
**Notify Student Services to Schedule SARB Conference**

**Unexcused Absences**

3 Unexcused Absences  
**1<sup>st</sup> Truancy Letter**

***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 or tardy more than 30 minutes during the school day without a valid excuse on three occasions, or any combination thereof.*



6 Unexcused Absences  
**2<sup>nd</sup> Truancy Letter**  
**SART Conference/Contract (Sent to Student Services)**

***Ed Code 48261** - A **habitual truant** is any student who has once been reported as a truant (3 days) and who is again absent or tardy from school one or more days without a valid reason or doctor's note*



9 Unexcused Absences  
**Notify Student Services**  
**Letter sent from Student Services To Schedule SARB Conference**

***Ed Code 60901** – **Chronic absenteeism** is any student missing ten percent or more of the academic year for any reason, including excused and unexcused absences and suspensions*