

Regulation 5113: Absences And Excuses

Status: DRAFT

Original Adopted Date: 09/20/2001 | **Last Revised Date:** 08/24/2023 | **Last Reviewed Date:** 08/24/2023

Definitions

Excused Absence means an absence with a valid excuse including, but not limited to, the reasons for which a student shall be excused from school pursuant to Education Code 48205 and 48225.5.

Excused Absences

Subject to any applicable limitation, condition or other requirement specified by law, a student's absence shall be excused for the following reasons:

1. Personal illness including absence for the benefit of the student's mental or behavioral health. (Education Code 48205)
2. Quarantine under the direction of a county or city health officer. (Education Code 48205)
3. Medical, dental, optometric, or chiropractic service or appointments. (Education Code 48205)
4. Attendance at funeral services for or grieving the death of a member of the student's immediate family or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family. A student may be excused for this reason for three to five days for each incident. (Education Code 48205)
5. Jury duty in the manner provided by law. (Education Code 48205)
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent. (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to: (Education Code 48205)
 - a. Attendance and Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a religious holiday or ceremony
 - d. Attendance at religious retreats not to exceed four hours per semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a non-profit organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302. (Education Code 48205)
9. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school: (Education Code 46014)
 - a. Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in Administrative Regulation 6122- School Day, and is not excused from school for this purpose on more than four days per school month.
10. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat

support position or is on leave from or has immediately returned from such deployment. (Education Code 48205) Such absence shall be granted for a period of time to be determined at the discretion of the superintendent or designee.

11. To attend the student's naturalization ceremony to become a United States citizen. (Education Code 48205)
12. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs and traditions of a certain group of people.
13. Work in the entertainment or allied industry. (Education Code 48225.5) Such absence shall be excused provided that the work for a student who holds a work permit authorizing such work in the entertainment or allied industries and is absent for a period of time of not more than five consecutive days. For this purpose student absences shall be excused for a maximum of up to five school days per school year. (Education Code 48225.5)
14. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence (Education Code 48205) The bill modifies Education Code 48205 and defines a civic and political event as including, but not limited to: voting, poll working, strikes, public commenting, candidate speeches, political forums, civic forums, town halls For an absence to be excused due to political or civic engagement, a middle school or high school must provide notification to the school ahead of the absence. Under SB955, students are only allowed one excused absence for political or civic engagement per school year. However, additional absences may be excused at the discretion of school administrators.
15. When a student's immediate family member or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family has died: (Education Code 48205)
 - a. To access services from a victim services organization or agency
 - b. To access grief support services
 - c. To participate in safety planning or take other actions, including, but not limited to, temporary or permanent relocation, to increase the safety of the student, an immediate family member of the student, or a person determined by the student's parent/guardian to be in such close association with the student as to be considered immediate family.

Such absence shall be excused for not more than three days for each incident. (Education Code 48205)
16. Participation with a nonprofit performing arts organization in a performance for a public school audience. A student may be excused for four to five such absences each school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)
~~(Education Code 48225.5)~~
17. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances. (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, sibling, grandparent, or any other relative living in the student's household. (Education Code 48205)

Method of Verification

When students who have been absent return to school, they shall present a satisfactory explanation, either in person or by written note, verifying the reason for the absence. When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible. Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012)

The following methods may be used to verify student absences:

1. Written note, email or other electronic means from parent/guardian, parent representative, or student if 18 or older. (Education Code 46012; 5 CCR 306)
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include information outlined in number 2 above.
4. Physician's verification
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.
 - b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination. (Education Code 46014, 48980)
2. Notify students in grades 7-12 and the parents/guardians of all students that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)
3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time, and include the full text of Education Code 48205 in the notice. (Education Code 48980)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
5 CCR 306	Explanation of absence
5 CCR 420-424	Record of verification of absence due to illness and other causes
Ed. Code 1740	Employment of personnel to supervise attendance
Ed. Code 37201	School month
Ed. Code 37223	Weekend classes
Ed. Code 41601	Reports of average daily attendance

State References

Ed. Code 42238-42250.1
 Ed. Code 46000
 Ed. Code 46010-46015
 Ed. Code 46110-46120
 Ed. Code 46140-46148
 Ed. Code 48200-48208
 Ed. Code 48210-48216
 Ed. Code 48225.5
 Ed. Code 48240-48246
 Ed. Code 48260-48273
 Ed. Code 48292
 Ed. Code 48320-48324
 Ed. Code 48340-48341
 Ed. Code 48980
 Ed. Code 49067
 Ed. Code 49701
 Elec. Code 12302
 Fam. Code 6920-6930
 W&I Code 11253.5
 W&I Code 601-601.5

Management Resources References

Attorney General Opinion
 Attorney General Opinion
 Court Decision
 CSBA Publication
 Website
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Cross References

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 4119.41
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[Apportionments](#)
[Attendance records](#)
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[Children ages 6-18; compulsory full-time attendance](#)
[Exclusions from attendance](#)
[Work permit; excused absence; entertainment or allied industries; participation in not-for-profit performing arts organization](#)
[Supervisors of attendance](#)
[Truants](#)
[Filing complaint against parent](#)
[School attendance review boards](#)
[Improvement of student attendance](#)
[Parent/Guardian notifications](#)
[Unexcused absences as cause of failing grade](#)
[Provisions of the Interstate Compact on Educational Opportunities for Military Children](#)
[Student participation on precinct boards](#)
[Consent by minor for medical treatment](#)
[Compulsory school attendance; eligibility for aid](#)
[Habitually truant minors](#)

Description

66 Ops.Cal.Atty.Gen. 244 (1983)
 87 Ops.Cal.Atty.Gen. 168 (2004)
 American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307
[Seize the Data: Using Chronic Absence Data to Drive Student Engagement, March 2024](#)
[CSBA District and County Office of Education Legal Services](#)
[CSBA](#)

Description

[Comprehensive Safety Plan](#)
[Comprehensive Safety Plan](#)
[Emergencies And Disaster Preparedness Plan](#)
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[Employees With Infectious Disease](#)
[Employees With Infectious Disease](#)
[Employees With Infectious Disease](#)
[Concepts And Roles](#)

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