

*Sir Francis Drake High School*  
**ATTENDANCE PROCEDURES**

**Drake High School Attendance Office - 415-458-3418**

**Notifying the School about an Absence**

Parents/guardians should call the Attendance Office on the day the student is absent. You may leave a message 24 hours a day at **415-458-3418**. If Drake receives a call, the student may go directly to class when he/she returns to school. If the parent or guardian does not call, the student must bring a note, signed and dated by you, which explains the nature of the absence.

**Clearing Absences**

It is the responsibility of the parent or guardian and the student to clear all absences within 24 hours of the student's return to school. **If an absence is not cleared within the designated time, it will be considered unexcused regardless of the reason for the absence.**

**Unexcused Absences**

Teachers are given weekly lists of unexcused absences. If a student has a legitimate objection to the official status of a particular absence, he/she must promptly discuss the matter with the attendance clerk other than during class time. Make certain that you have called the school or provided your son/daughter with a note explaining each absence. If the parent/guardian does not notify the school within 24 hours of the student's return, the student's grade may be affected. Unexcused absences can result in the lowering of the student's grade.

**Illness or Injury at School**

If a student becomes ill or is injured at school, she/he must see the school Health Specialist, who will notify the parent/guardian and issue a Permit to Leave School. Only then does the student have permission to leave campus. **Leaving campus without a Permit to Leave School will result in an unexcused absence in each of the classes missed that day.**

**Appointments during School Hours**

If a student has an appointment during school hours, the parent/guardian must send a note to the Attendance Office, and the student will be issued a Permit to Leave School.

**Tardiness**

- If a student arrives late for the first period of the day, he/she must check in at the Attendance Office with a note (or a call) from the parent/guardian, stating the reason for the tardiness. The student will be issued an Admit Slip to class. All excused tardies must be cleared with the Attendance Office.
- For the first period of the day, ten minutes after the bell rings a tardy becomes an unexcused absence. For all other periods, five minutes after the bell rings a tardy becomes an unexcused absence.
- Tardies and unexcused absences *both count* toward lowered grades. For example, a student with 6 tardies *and* 2 unexcused absences in a class would have his/her grade in that class lowered by *two-thirds* (one-third for the tardies and one-third for the unexcused absences). Refer to the chart below.
- Tardies do NOT count toward *loss of credit* and may NOT result in a failing grade. Students whose tardies become an unexcused absence but who are present in class will receive credit for work completed during the period. No make-up work will be accepted from students who are unexcused and not present in class.