



Arts, Media & Communication ♦ Health & Human Development ♦ Careers in Education
 Web: <http://www.nahsweb.net>
 9601 Zelzah Avenue, Northridge, California 91325
 Phone: (818) 700-2222 Fax: (818) 718-2239

Austin Beutner
 Superintendent of Schools

Joseph Narcoda
 Local District Superintendent
 Northwest

Anthony Aguilar
 Administrator of Instruction
 Northwest

Nidia Castro
 Principal

NORTHRIDGE ACADEMY HIGH SCHOOL
ATTENDANCE POLICY FOR SCHOOL YEAR 2019-2020

Excellent attendance is a requirement for everyone at our school. You are expected to be on time to school and all classes every day, ready to work every period. If you are absent due to a verified absence or school activity, you will be given the opportunity to make up missed assignments within a reasonable period of time. Students are required to present a valid written excuse, signed and dated by parent or legal guardian, prior to being re-admitted following an absence. If a student fails to bring a note to excuse his/her absence, our attendance computer program will automatically send a recorded message to your home. Students who return to school without such a note have **one day** to bring the note before the absence is marked as a **TRUANCY**. Extended absences (more than 3 days), due to medical reasons, require documentation from a physician. Advance **written** notice from the parent/guardian is required for students to leave campus early during school hours. If a note is not sent, the parent must come into the main office to pick up and sign for a student who needs to leave early. Students will **not** be allowed to leave early for any reason, if parents call the school with a verbal request instead of a written signed note. Please be advised that NAHS will require all students, including those 18 years of age or older, to adhere by the same rules. Lastly, please avoid scheduling family vacations that cause your student to be absent from school. Any extended absence causes students to miss out on valuable instructional time, makes it difficult to catch up, and may affect student grades. If an extended absences is necessary due to an unexpected family emergency, such as a funeral or illness of a family member, the parent should request a principal approval form from the Main Office. Please contact the Attendance Office at 818-700-2213 to call in for any tardiness or absences.

The following is a list of LAUSD-approved excused absences:

- Due to student's illness
- Due to quarantine under the direction of a county or city health officer.
- For the purpose of having medical, dental, optometric or chiropractic services rendered.
- For the purpose of attending the funeral services of a member of student's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- For the purpose of jury duty in the manner provided for by law.
- Due to illness or medical appointment during school hours of a child for whom the student is the custodial parent.
- For justifiable personal reasons including, but not limited to an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of student's religion, attendance at religious retreats or attendance at an employment conference when student's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative.
- For serving as a member of a precinct board for an election pursuant to Section 12302 of the Election Code.

Absences for Religious Purposes: Students who are members of religions that observe religious holidays that fall on school days may be absent from school by making prior arrangements. Such absences are considered excused; however, students are responsible for making up missed work.

Non-Excused Absences: Even with a parent signed note, these reasons are still considered truancies by LAUSD:

- Personal business
- Car problems
- Traffic problems; missing the bus
- Rain

(This form must be signed and will be collected during registration or the first week of school.)

"I understand and will follow all attendance requirements of Northridge Academy High School."

(Parent) Print Name: _____

(Student) Print Name: _____



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Parent Signature _____ Date _____

Student Signature _____ Date _____