

Frequently-Asked Questions

What's an Excused Absence?

Absences are excused for illness, medical appointments, religious holidays, jury duty, or death in the immediate family. Family travel is not excused. If student is out for illness three consecutive days or 30 periods in one quarter we require a medical note. For planned absences of five days or more, get a “*Notice of Planned Absence*” sheet from the Attendance Office and submit two weeks before the absence.

How Should I Excuse Absences?

- Bring a **note** to the Attendance Office in D134.
- or **call** us... if last name begins with A – G, call 644-6341.
if last name begins with G – N (or to speak in Spanish), call 644-6194.
if last name begins with O - Z, call 644-6209.
- or **email** us at attendanceoffice@berkeley.net
- Please tell us the student's full name, grade, your name, your relationship to the student, your home or work phone number, days or periods of absence, and the reason for the absence.
- Absences must be excused within **five days** of returning to school. Upon return to school, student should stop by our office for a clearance slip to show to teachers and to give to parent/guardian to keep for your records.

What Are the Attendance Office Hours?

- ❖ The attendance office is open to **adults** Tuesday to Friday between 8:00 am and 4:00 pm, and Mondays from 9:30 am to 4:00 pm, except from 2-3:30 pm when the office is closed daily.
- ❖ The attendance office is open to **students** before school, during lunch and after school only.

How Can I Monitor My Daughter's / Son's Attendance?

Go to the BHS website at <http://www.bhs.berkeley.net/> On the left-hand tab, click on “*Information*” and then the dropdown option of “*PowerSchool Parent Portal*”. If you need help accessing PowerSchool, or if you don't have a computer, call the Parent Resource Center at (510) 644-8524.

What Do Those Attendance Codes Mean?

T = Tardy Student entered classroom after the bell rang, without a pass, less than 30 minutes late.

LAT = Late After Tardy Student arrived more than 30 minutes late. (*New code for 2012-13*)

ILL = Illness Excused by a parent or guardian **MED = Medical** Excused by a doctor

ACT = Activity Excused for school activity, such as field trip, assembly, standardized testing, etc.

UNV = Unverified Absence Student did not attend class. No contact from parent or guardian.

UNX = Unexcused Absence Parent/guardian contacted us, but the reason did not fall within one of the ‘excused’ categories.

CUT = Cutting class. Student was observed leaving school without permission.

What is Saturday School?

Students who accumulate 30 or more unexcused period absences will be required to attend Saturday school from 9 am to noon. This will give students a chance to make up some of the work missed in class. Each day of Saturday school attended will clear six periods of unexcused absences.