



Pacific Collegiate School

A Public Charter School
P.O. Box 1701
Santa Cruz, California 95061-1701

(831) 479-7785
(831) 427-5254 (fax)
www.pacificcollegiate.com

PCS Attendance Procedures

Absences

- If your student will be absent from school, **please call the Attendance Line at (831) 479-7785 x3103** each day of the absence. Your message should include your name, your student's name, the date of the absence, and the reason for the absence. Messages are checked throughout the day.
- Due to the volume of daily emails received at PCS, absences reported by email are often not seen until later in the day.
- According to the State of California, the only absences that are excused are illness, medical & dental appointments, court appointments, and funerals.
- If a student misses the entire school day, for any reason (even illness), the school does not receive the student's ADA payment for that day. Students must be present in at least one class for 15 minutes in order for the school to receive payment.

Tardies

- If your student is late for school, please send them with a note. **Students must sign-in at the office when they arrive** and receive a "Late Slip" to present to the teacher. If they do not sign in, they may be marked absent.
- According to the State of California, the only tardies that are excused are for illness, medical & dental appointments, court appointments, and funerals.

Leaving School Early

- Please send your student with a note explaining the time and reason they need to leave school. Sign the note and include a phone number to reach you.
- **Your student needs to deliver the note to the Attendance Office PRIOR to the start of school. Do not call the Attendance Line for early dismissals.**
- Students will be issued a "Permission To Leave Class" pass to show their teacher. The teacher will excuse the student at the designated time.
- Students returning to school from appointments must sign-in at the office and get a tardy slip.

Independent Study (Planned absences, 3 or more days)

- Students who will miss 3 or more days of school may apply for an Independent Study in advance of their absence.
- Contracts are available in the office and must be signed by both parent and student. Contracts must be returned to the office to initiate the Independent Study, preferably **at least a week before the absence**.
- Students will be given a homework packet to take with them during their absence enabling them to stay current with their classes.
- PCS receives the student's daily ADA payment for all completed Independent Study plans.

18-Year Old Students & Attendance - NEW THIS YEAR **

- Students who are 18 years old, or turn 18 years old during the school year, **MAY NOT** excuse their attendance, sign themselves out of school, or approve school related forms. Parents are still required to contact PCS regarding student absences and approve school forms.

Messages/Forgotten Items to Students

- The office does not deliver messages to students unless it is an absolute emergency.
- Forgotten lunches and homework may be brought to the office and left on the "Pick Up" cart outside the Principal's office for students to pick up. Lunches left over 24 hours will be thrown out.