

ROADMAP



for Attendance Notices in RCSD

Unexcused Absence Notices

TRUANCY LETTER 1

Generates after 3 unexcused absences
(which classifies a child as truant)

1

TRUANCY LETTER 2

Generates after 6 unexcused absences with
conference invite and notification of School
Attendance Review Team (SART)

2

TRUANCY LETTER 3

Generates after 9 unexcused absences
(which classifies a child as habitually truant)

3

TRUANCY LETTER 4

Generates after 12 unexcused absences with
conference invite and notification of District
Attendance Review Team (DART)

4

Excused Absence Notices

EXCESSIVE EXCUSED 1

Generates after 5 excused absences

1

EXCESSIVE EXCUSED 2

Generates after 10 excused absences

2

Chronic Absence Notice

CHRONIC LETTER

Generates after a student has missed 10% of the
school year and has at least 9 absences

GLOSSARY



of Attendance Terms

TRUANT/TRUANCY

A child is classified as truant when they have missed thirty minutes or more of instruction on three separate days without a valid reason

CHRONICALLY ABSENT

A child is chronically absent when they have missed 10% of the school year

- Includes all absences (excused, unexcused, suspensions, physician notes, etc.)

EXCUSED ABSENCE

Absences that can be considered excused per EdCode are: (1) personal illness or injury; (2) personal medical or dental appointment; (3) funeral of immediate family member; (4) quarantine under the direction of health officer; (5) religious observance

- A doctor's note is required after 10 excused absences (please refer to online handbooks available on school websites for most current policies)

UNEXCUSED ABSENCE

Absences that do not meet the requirement of an excused absence are considered an unexcused absence.

SCHOOL ATTENDANCE REVIEW TEAM (SART)

SART is a School Site Team which brings together parent(s)/guardian(s), the student, the site principal, and any other administration and attendance support staff. The goal of this team is to identify possible solutions to improving the students' attendance.

DISTRICT ATTENDANCE REVIEW TEAM (DART)

DART is a District Team which brings together parent(s)/guardian(s), the student, a District Office staff member, the site principal, and any other administration and attendance support staff. The goal of this team is to provide additional support to identify possible solutions to improving the students' attendance.



Every Day Matters
RCSD ROSEVILLE CITY
SCHOOL DISTRICT
Est. 1869

For more information about the importance of school attendance and resources to support every student to attend school every day, please visit rcsdk8.org/every-day-matters