

## Attendance Guidelines

Lincoln Middle School cares about your child's educational success and expects all students to arrive at school on time, every school day. Regular school attendance and promptness are crucial if students are to be successful academically. Therefore, the staff of Lincoln Middle School monitors student absences and tardies and works with students and families to ensure that every student attends school regularly, is prepared and arrives on time.

Students who are **more than 30 minutes late** to a class will be considered absent.

### Absences and Tardies

**[Use the online absence reporting system here](#) by 3:00 pm to excuse an absence.** This link is also listed on our website <https://www.smmusd.org/lincoln>

All absences and tardies *must* be excused by parents or guardians. We prefer that you report absences to the attendance office through the online absence reporting system **before 3:00 pm**. If you cannot use the online absence reporting system, you may contact Lisa Gaglione at 310-393-9227 x73558. If leaving a voicemail, please state your child's name, student ID, your relationship to the child, the date of the absence and reason for the absence.

Please email any doctor's note to Lisa Gaglione at [lgaglione@smmusd.org](mailto:lgaglione@smmusd.org)

Absences must be cleared **within 72 hours** from the date of absence in order to have your child's attendance record up to date. Absences that are not cleared **within 72 hours** will be recorded as truant.

According to the State of California, **ONLY** the following are considered excused absences:

- Illness (absences exceeding three days require a doctor's note)
- Medical/Dental appointments (although we encourage you to make appointments outside of school hours). *Please bring us a note from the doctor/dentist.*
- Religious holidays
- Required county/state court appointments.
- Funeral

### Early Dismissal

**[Use the online early dismissal form here](#) by 8:00 am** to request your child to be picked up from school early. This link is also listed on our website <https://www.smmusd.org/lincoln>

Your child will meet you at the front gate at the requested time. Please allow enough time for your child to pack up and walk to the front gate. Teachers will be aware that your child is leaving early. Students may only leave campus early when excused by the Attendance Office.

If you do not complete the form by 8:00 am, you will need to either contact Mike Yoshioka at 310-393-9227 x73559 or let security know when you get to the front gate. **Parents will not be allowed on-campus, and will need to wait at the gate.**

### **Attendance Notifications**

Each day that a student is absent for unreported or unexcused absences, parents will receive a recorded message from the district's computer dialing system. If you are not receiving attendance notifications, please contact the office so that we may verify your contact information.

### **Independent Study**

If a student is planning to be absent for five or more consecutive days, the student might qualify for Independent Study. A student on Independent Study completes the work that they would have done at school on the days missed.

Independent Study is appropriate in the following situations:

- Out of state or out of country emergency
- Catastrophic family situation
- Legal or government situation
- Severe health issue
- Special circumstances

Independent Study will be denied in the following situations:

- Vacations or trips
- Visiting friends or relatives
- Extending the length of school breaks

Parents must **notify the attendance office two weeks in advance** when requesting Independent Study. Schoolwork will be collected from the teachers and given to the student prior to the absence. Upon the student's return to school, all work must be turned in to the teacher. The percentage of work completed will determine course credits and attendance proportionately. To set up Independent Study, please contact Mike Yoshioka in the Attendance Office or email him at [myoshioka@smmusd.org](mailto:myoshioka@smmusd.org)

### **Questions**

If you have any questions about attendance, absences, tardies and/or early departures, please contact either Lisa Gaglione at 310-393-9227 x73558 [lgaglione@smmusd.org](mailto:lgaglione@smmusd.org) or Mike Yoshioka at 310-393-9227 x73559 [myoshioka@smmusd.org](mailto:myoshioka@smmusd.org)