



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6156

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CATEGORY: Student, Absences and Excuses

EFFECTIVE: 1-29-62

SUBJECT: Leaving School Grounds, Secondary, 6-12

REVISED: 7-1-09

## A. PURPOSE AND SCOPE

1. To outline administrative procedures to be followed in permitting a secondary school student to leave school grounds during the school day.
2. **Related Procedures:**

|   |       |
|---|-------|
| Injury/illness emergencies, students .....            | EP 07 |
| Juvenile arrests/interviews/removal from school ..... | 5060  |
| Field trips, domestic single-day .....                | 4585  |
| Attendance accounting, K-12 .....                     | 6166  |
| Leaving school grounds, elementary K-6 .....          | 6155  |
| Illness and minor injuries .....                      | 6371  |
| Suspensions .....                                     | 6290  |
| Work experience education .....                       | 4126  |

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-1300, H-3000, H-3500, I-4400; Education Code Section 44808.5; California Code of Regulations, Section 303.
2. *All* district schools will have closed campuses.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of the Chief Middle School Improvement Officer (6-8) or the Chief High School Improvement Officer (9-12), as appropriate.
2. **Parent Notification.** Any time a student must leave school grounds before the end of the regular school day *without prior authorization of a parent or guardian*, the parent (or person indicated on the enrollment form for emergencies [E.1.]) *must* be notified by the principal or his/her designee. This includes illness, accidents, suspension, or any other reason requiring the student to be sent home.
3. **Private Instruction.** Early release of students for music lessons, dancing lessons, reading clinics, and similar programs conducted by nondistrict agencies and private schools is prohibited. Parents/Guardians should be encouraged to supplement the regular instructional program *provided it does not interfere with the regular instructional day*.

**D. IMPLEMENTATION**

1. **Circumstances Requiring Student Be Sent Home (e.g., Illness, Accident, Suspension)**
  - a. **Principal or designee** notifies parents or registered “emergency” person; may request that student be picked up at school. (*Serious illness/injury is covered in Emergency Procedure 07.*)
  - b. **Attendance office or school nurse** completes “Absence Excuse for Parent's Signature” (E.2.) in duplicate.
    - (1) **Original.** Stamps with time of student's departure from school; sends home with student for parent's signature and return to attendance office.
    - (2) **Duplicate.** Files copy in attendance office until original is returned and “Admit Card” (E.3.) is issued; makes notation on absence list.
  - c. **Student** is taken home by parent or authorized person, or by principal, vice principal, nurse, or district counselor. (Student may be sent home alone if conditions permit and parent consent is obtained.)
  - d. **Student**, *if parent or registered “emergency” person cannot be contacted*, remains at school until end of regular school day, then is taken or sent home.
2. **Medical/Dental Appointments, or Personal Business.**
  - a. **Student** presents signed parent request to attendance office for release of student; attendance office may call home to verify note.
  - b. **Attendance office or principal’s designee** contacts parent if student requests to leave early *without* a note or prior contact by parent.
  - c. **Attendance office** completes absence excuse form (E.2.) in duplicate *when request is verified*; signs form or obtains principal's designee signature.
    - (1) **Original.** Stamps with time of student's departure from school; sends home with student for parent's signature and return to attendance office.
    - (2) **Duplicate.** Files copy in attendance office until original is returned and "Admit Card" (E.3.) is issued; makes notation on absence list.

**3. Athletic Events, Music Groups, Speech Groups, School District Business, Etc.**

- a. **Activity sponsor** completes “Request for Student Participation, One-Day or Seasonal Activity” (E.4.); obtains signature of principal or designee; and sends form home with student.
- b. **Parent** completes appropriate section; returns form via student to sponsor, who forwards to attendance office for filing.
- c. **Activity sponsor**
  - (1) Completes one copy of “Excuse from Class” (E.5.) for each student who will miss a class because of activity; sends forms to principal’s designee for signature.
  - (2) Obtains signed excuse forms from principal’s designee; distributes to students, who obtain signature of *each* teacher whose class will be missed and return completed forms to sponsor.
  - (3) Sends signed excuse forms to attendance office for filing with completed “Request for Student Participation” forms (E.4.).

**Note:** In lieu of using an “Excuse from Class” form, some schools provide for daily bulletin to list participants, or refer to a previously distributed list.

When conducting off campus district business, i.e., ASB, Yearbook, etc., student must have signed "Excuse from Class" in his/her possession while off campus.

4. **Early Schedule, Work Experience, or Shortened-Day Program.** Parental consent is *required* for shortened day and work experience programs; some schools provide early-leaving passes or indicate early dismissal on school identification card.

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**E. FORMS AND AUXILIARY REFERENCES**

1. School Registration Card, Secondary, Stock Item 22-S-1575
2. Absence Excuse for Parent's Signature, Secondary, Stock Item 22-A-0300
3. Admit Card, Secondary, Stock Item 22-A-1250
4. Request for Student Participation, One-Day or Seasonal Activity, Stock Item 22-P-0299
5. Excuse from Class, Secondary, Stock Item 22-E-9450

**F. REPORTS AND RECORDS**

**G. APPROVED BY**

A handwritten signature in black ink, appearing to be 'M. H. A.', written over a horizontal line.

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General Counsel, Legal Services  
For the Superintendent of Schools