



ATTENDANCE GUIDELINES

1. School begins daily at 9:30am. School is out at 3:45pm on Mon. Tues, Thurs. and Fri. On Wednesdays, school is out at 2:30pm.

2. Each day your child is out, please enter full-day absences on ParentVue (see

instructions below), call the main office at 415.759.2825 or email Ms. Lisa, sch670@sfusd.edu. You may also send a note to the school's front office upon students' return. While it is great to inform your child's teacher of an absence, you still **MUST** report your child's absence to the office or via ParentVue so that we can mark the correct code. **Please be prepared to give the student's birth name, classroom teacher's name, and reason for absence.** For excused absences, notes/calls should be submitted within 3 days of the absence.

3. Not every absence is excused. We excuse for illness, religious holidays, medical appointments, Covid related absences, school tours, visiting ill relatives or service members, funerals, etc. For more information, please see the SFUSD Family Handbook:

<https://www.sfusd.edu/services/know-your-rights/student-family-handbook/chapter-4-student-academic-expectations/41-attendance-guidelines>. Search under attendance.

4. If your child is sick, **PLEASE KEEP THEM HOME**. If your child is vomiting, experiencing diarrhea, or a fever **AT SCHOOL**, **YOU WILL NEED TO MAKE ARRANGEMENTS TO PICK THEM UP ASAP**. Students may return after having no symptoms without medication for at least 24 hours.

5. If students come in after 9:40am, they **MUST** go to the office and get a tardy slip **BEFORE** going to class or any morning session. Please make every effort to get your children to school on time each day. We have a daily autodialer that will call you if your child has been marked absent by the teacher. (This can be helpful in case you forgot to call to report an absence.) You do not need to call or email if your student will be tardy; simply get a tardy slip from the office upon arrival.

6. In the ParentVue app, we have codes around attendance that are viewable by you. When your child is present and on time, it will show up as blank on that date. If your child is late between 9:40 and 10:10 it will show as a 'T' for tardy. If your child is late after 10:10 it will show up as 'T30' (more than 30 minutes late.) If the tardy is excused it will show up as 'ET.' If your child has an excused absence, it will show up as an 'E'. If your child is just absent, it will show up as 'A'. (Please note that any combinations of 2 or more 'A' or 'T30's will result in a truancy letter being sent to your home.) While the principal's signature is on the letter, they are populated and sent from the district's headquarters. If you receive one and notice a mistake,

please email sch670@sfusd.edu and we will be more than happy to assist you. Please allow 48 hours to correct any absence mistakes.

7. We understand that students may occasionally be taken out of school early. If you need to pick up your child early, please come to the office and check in with the secretary, sign out the student, and have them called to the office. Please DO NOT go straight to the child's class as this can be disruptive to the entire class. Students leaving MUST be signed out by parent/guardian. Those under the age of 18 are not allowed to pick up students early without prior consent.

8. If you've made arrangements for a friend, neighbor, or a classmate's parent to pick up your child, please let the office know. Please let them know to go to the office and show their I.D. We will not release any child to anyone who is not listed on their emergency card without prior consent. (Please make sure your emergency card is up to date for this school year and lists at least one additional emergency contact.)

9. Please make sure your student is at school on time every day and stays until dismissal to allow for a full day of education and to reduce disruptions as much as possible.

10. Please be sure to pick your children up on time each day. Classes are dismissed on the yard - middle yard for TK & K and upper yard for 1st-5th.. Children who have not been picked up by 3:50 (2:35 on Wed) will be brought to the main office.

11. PLEASE DO NOT DOUBLE PARK or BLOCK DRIVEWAYS OR BUS ZONES FOR ANY DROP OFF OR PICK UP.

Please don't hesitate to reach out to us with any questions. Thank you!

Lakeshore Main Office
sch670@sfusd.edu
415-759-2825

***NEW* Submit FULL Day Absences via the ParentVUE Portal**

Starting in the 2024-25 school year SFUSD schools will be able to receive FULL DAY absence notifications from your ParentVUE app or on the ParentVUE website.

Instructions and videos in multiple languages can be found here:
<https://www.sfusd.edu/PSA>

SFUSD has made it easier for parents/guardians to report a child's FULL day or future FULL day absences through your SFUSD ParentVue account. Reporting a child's absence is for FULL day absences ONLY. Please follow these steps to report your child's absence:

*Pics are a model of how to report on both Browser and App:

The screenshot shows the home page of the First McKinley ES parent portal. At the top, there is a navigation bar with links for "My Account", "Help", "Online Forms", and "Logout". The user's name "First" and school "McKinley ES" are displayed, along with the ID "999066271" and phone number "(415-241-6300)". The SFUSD San Francisco Public Schools logo is also present. A greeting "Good morning, FirstName LastName, 5/8/2024" is shown. On the left, a "Home" sidebar lists "Messages", "Calendar", "ParentVUE web browser", "Attendance", and "Class Schedule". The main content area features a large "First" header with the user's ID and school, a "Report Absence" button, and a "Recent History" section showing "No Data".

The screenshot shows the "Report Absences" form. It includes a header "Report Absences -" with a close button. Below the header, there is a blue information box with instructions: "1. Please select the day(s) for which the student will be absent.", "2. In the 'select a reason' field click on: Absence-Excused for all attendance types. (Attendance office will make adjustments for unexcused absences.)", "3. In the 'Note' field: please describe the reason for student absence.", and "4. Only use this form to submit full day absences. If you need to report a tardy or partial day absence contact your school." The form has fields for "Start Date" (05/08/2024) and "End Date (optional)". A "Select A Reason" dropdown menu is open, showing "Absent - Excused". A "Note" field is present with a placeholder "[Not required] Add doctor's note or document". At the bottom, there are "Save" and "Close" buttons.

1. Once in a ParentVue account. There's a tab that says 'Report Absence.' Click it.
2. On the 'Report Absence' screen, you'll see all of your children who attend Lakeshore. Click 'Report Absence' for applicable child, and fill out the form with start date and end date. (If you do not choose the end date. It will be reported as 1 full day.)
3. Select 'Reason' and click the excused tab, and give a brief description of why they are out. It is not necessary to upload a note or pictures but please briefly describe why your child is absent. Examples include - doctors appointment, illness, family emergency.
4. Press submit when done. If you don't press 'submit', your absence will not be recorded.

PLEASE NOTE: California and SFUSD are not able to give you the option for unexcused absence reporting. It is important to understand that selecting 'excused' does not mean your child is automatically excused. It is required to enter a brief description under 'note.'

From there, I will determine if the absence is excused or not. You will be able to see any updates or changes in ParentVue. For a complete list of excusable reasons, please see the SFUSD student handbook.

*In ParentVue, you cannot report absences for days that have already passed. If you forgot to report an absence, please call the office or email sch670@sfusd.edu with the same info you would if using ParentVue.

*If you submitted a full day absence through ParentVue but end up coming to school late instead, no worries. Stop by the office to get a tardy slip and give a reason for the tardy. This way, I can make the corrections.

If you do not have a ParentVue account or ParentVue is down, or you need to backdate attendance, please read our general info about tardies and absences and adhere to these guidelines.