



February 26, 2018

Cawston Families,

Attendance is important. Students who come to school regularly are more likely to achieve significant academic growth, maintain positive peer relationships and is a predictor of high school graduation and subsequent college and career success. Currently, students all over the country have been faced with a record-breaking cold and flu season. At Cawston Elementary, we would like to share some attendance tips and terminology with you to help you make informed decisions regarding the wellbeing of your children.

Cawston Elementary

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Hemet, CA 92545

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**Hemet Unified School
District**

1791 W. Acacia Ave.
Hemet, CA 92545

- **Communication is Key!** If your child misses any amount of school (partial to whole day) please be sure to contact the school. You can call us at (951) 765 - 0277, email our attendance secretary at mwilliams@hemetusd.org, report it on our website at cawston.hemetusd.org or send a letter/note in with your child.
- **Document, document, document!** Obtain a doctor's note when possible. This can be brought in to the school office, sent with your child, or even faxed from the doctor's office to our school office at (951) 929 - 2496.
- **Selective Scheduling!** If/when possible, schedule doctor's appointments outside of school hours. Wednesday is a minimum day and is a great day to schedule appointments such as these.
- **Saturday School!** Cawston offers one Saturday School each month and it's so much fun! Students can make up a whole absence by attending this four hour session.

Please keep in mind the following terms and policies as we continue through the school year:

- **Truancy:** a student missing more than 30 minutes of instruction without an excuse three times during the school year (EC 48260 a).
 - This can include arriving to school 30 minutes or more late or leaving school 30 minutes or more early.
 - This includes unexcused absences.
- **Chronic Absentee:** a student who misses more than 10% of the days he/she has been enrolled. (EC 60901 c 1)
 - Students can be classified as a chronic absentee regardless of whether their absences were excused or unexcused.
- **SART Meeting:** A School Attendance Review Team meeting may be offered for students with three or more truanancies and/or students who are classified as chronically absent. The purpose of the meeting is for school and district officials to offer interventions and supports to families, with the goal being improved student attendance.

It is the goal of Cawston Elementary to provide a quality education to your child and we appreciate your support in ensuring that they come to school regularly. If you have any questions regarding attendance or would like to request support, please do not hesitate to contact our office at (951) 765-0277.

Sincerely,

Colleen Flavin, Ed. D. and Kristen Anderson
Cawston's Administrative Team