Attention Parents:

Please read the following information regarding our new Attendance procedures. We will no longer be accepting attendance calls on our main school phone number. Please refer to the numbers listed below for all day absences and early release.

Thank you

CVHS Attendance Procedures:
It is our desire at Capistrano Valley High School that students attend classes regularly and have a successful year. To that end, it is important for each family to maintain regular communication with the Attendance Office staff. Parents are encouraged to clear only legitimate and necessary absences. A fundamental premise is that students must attend class constructively and consistently to benefit from the instructional program. Accordingly, the following expectations and policies have been instituted at Capistrano Valley High School (CVHS). Please read them thoroughly and review them with your son or daughter.

ALL DAY ABSENCES:
(949) 365-0973 All Day absence line

If your student is going to be absent for the entire day please call the 24-Hour Absence Line. DO NOT LEAVE REQUESTS FOR EARLY OUTS ON THE ABSENCE LINE! This is a voicemail service that does not ring in the office; your request may not be heard until much later in the day.

TARDIES: (949) 388-1092

Students arriving late to class create not only a disruption to the classroom, but also a loss of valuable instructional time for the student. ALL STUDENTS ARRIVING LATE TO SCHOOL MUST REPORT TO THE ATTENDANCE OFFICE AND SIGN IN AT THE WINDOW – EVEN IF ARRIVING DURING PASSING PERIOD/LUNCH. A parent/guardian must call prior to lunch to verify the reason for arriving late to school.

LEAVING SCHOOL EARLY: (949) 388-1092
ALL STUDENTS MUST CHECK OUT WITH ATTENDANCE PRIOR TO LEAVING CAMPUS!
If a student needs to leave before the school day is over, a parent/guardian must call the Attendance Office prior to the student leaving campus. Students may also provide notes signed by parents with the time/reason the student needs to leave. It is extremely busy in the attendance office during break and lunch. It is highly recommended to call in the morning to arrange for your student to leave. Calling early in the day, or dropping off the note prior to the first class of the day, allows the student to pick up the “Early Out” slip during passing periods or lunch which saves time and reduces classroom interruptions when they need to leave. Due to time constraints, the Attendance Office staff are not able to assist with parent requests for a student to leave campus early within the last 20 minutes of the school day. Please refrain from making requests during this time period.

**ILLNESS DURING SCHOOL HOURS**

**If a student becomes ill during class time and wishes to go home, the student should not call or text home, but should ask the teacher for a pass to the Nurse’s Office. Arrangements to go home will be coordinated through the nurse.**

**ATTENDANCE HOURS**

7:00 AM TO 4:00 PM