



# Attendance Policy



## Clearing your Student's Absence

1

**Do you see an error for a single period absence(s)?**

Please contact the teacher directly.

2

**Do you want to clear an absence?**

Please call our dedicated absence line at **(714) 626-4416** and leave a message

**OR**

Fill out the 'Report an Absence' Form found on the **Troy Website**

- All absences must be cleared within three (3) days by parent/guardian. Student's may not clear their own absences!
- Please allow up to **72 hours** for absences to clear
- Doctor's note is required after 5 days of absences

**Please do not leave more than one message per absence**

3

**Picking your child up early?**

Have your student bring a note to the attendance office before class to receive a pass to leave at the intended time

4

### **Reminders:**

Parents picking students up before 3:30pm may experience delays. Please plan accordingly.

Students **MUST** check out through the attendance office if they are leaving campus for an appointment. We will not clear mid-day absences without proper check out of student.

When your student returns to school, please have them communicate with their teacher regarding the work they missed during their absences.

**Troy High School**

It's a GREAT day to be a WARRIOR!