



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Korematsu Middle School
1021 Navellier Street
El Cerrito, CA 94530
Phone 510.524.0405 Fax 559-8784



Matthew Burnham, Principal

Nancy Ivey, Vice Principal

ATTENDANCE AND TARDINESS

Daily attendance is the most important factor for academic success for students. Children have to be in school, on time, every day in order to learn. In addition, the school's funding from the state depends on daily attendance.

On occasion, your child may be late or absent. Please follow these guidelines when this occurs.

- If your child has a medical appointment, please bring your child to school before or after the appointment so that we can mark your child as being in school, and your child will not miss out on a full day of learning. **Please also remember to get a note from the doctor so the absence will be excused.** Students who come after 1st period must get a late slip from the attendance office.
- Absences must be verified. Only medical appointments **for the child**, illness, and funerals for immediate family, qualify for excused absences or tardies. In order to get excused status, a note must be sent to the school dated and signed by the parents, or a phone call must be made to the school office explaining the absences. Three or more unexcused absences and/or tardies will result in a truancy letter from the school.
- In cases where tardies and unexcused absences continue, the student will be referred to the district's attendance office. If the child is at Korematsu on a transfer, the transfer will be revoked.
- When the child needs to be absent because of a family trip, an independent study contract can be arranged through the counseling office **at least a week before the trip.** Work is assigned and when the completed work comes back to the school, the absences are removed and the school will still receive funding for your child's attendance.
- If you need to call in an absence, please contact Ms. Christie in the school attendance office.

Attendance Office: (510) 524-0405 Ext. 108