**DMUSD Administrative Regulation 5113 regarding *Verification of Absences:***

When students who have been absent return to school, they shall present a satisfactory explanation verifying the reason for the absence***within three (3) calendar days of the student’s return.***  Any of the four following methods may be used to verify student absences:

 1.         Written  note  from  parent/guardian, parent  representative, or  student  if  18  or  older. (Education Code 46012)

 2.         Conversation,  in  person  or  by  telephone,  between  the  verifying  employee  and  the student's  parent/guardian  or  parent  representative.  The  employee  shall  subsequently record the following:

a.         Name of student

b.         Name of parent/guardian or parent representative

c.         Name of verifying employee

d.         Date(s) of absence e. Reason for absence

 3.         Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated.  A written recording shall be made,  including information outlined above.

4.         Physician's verification

a.         When  excusing  students  for  confidential  medical  services  or  verifying  such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.

b.         When a student has had 14 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness must be verified by a physician.