ASES Before School Late Arrival Form
(School Year Program)
Santee School District

Attendance and Late Arrival Policy

In accordance with the California Education Code Section 8483(1)(a)(1), the following regulations regarding attendance and reasonable late daily arrival of pupils to the Before School Program are required. Also, a periodic review of attendance will be conducted to ensure priority enrollment is given to students who attend daily.

Elementary School Students

It is the intent of the California Legislature that elementary school pupils participate in the full day of the before school program every day during which pupils participate. If an elementary school pupil is unable to attend the before school program for the full range of hours every day, the parent/guardian must complete and submit for approval a request for late arrival specifying the days and hours the pupilwill attend and the reason(s) for requesting late arrival. Priority for enrollment will be given to students who can attend the full range of hours every day. Non-compliance with the attendance and late arrival policy may result in disenrollment from the program. In compliance with the California Education Code Section 8483(1)(a)(1), students must attend at least one-half of the program. Therefore, all students must arrive no later than 7:00 am.

School Name: _____ **Program Hours: Start Time:** 6:15 am **End Time:** 7:45 am

Student's Last Name: _____ **First Name** _____ **M.I.** _____

Student's Grade Level: _____

Reason(s) for Requesting Late Arrival

1. Parallel Program **2. Family Emergencies** **3. Family Needs** **4. Medical Appointments**
5. Weather Conditions **6. Medical Emergencies** **7. Other Conditions** **8. Transportation**

Authorization for Late Arrival

Date Range	LA Reason	Monday	Tuesday	Weds.	Thursday	Friday	Parent/ Guardian Signature	Date of P/G Signature	Program Leader Initials