



Important Attendance Information

Dear Parents,

Welcome to Las Lomas! We are thrilled to have you as part of our school community, and we want to ensure that your students' educational journey is both enjoyable and successful. As they begin this exciting chapter in their life, we wanted to take a moment to introduce you to our Attendance Office and provide you with some important information.

Student Early Release:

Students leaving for appointments during school day must:

1. A guardian must call (925) 280-3923 or email llhsattendance@auhsdschools.org the Attendance Office **prior** to the time of the appointment.
2. Pick up a Leaving-the-Grounds pass in the Attendance Office.
3. Sign out in the Attendance Office.
4. Sign in upon return if returning the same day.

Excusing a Tardy:

1. A guardian must leave a message on attendance recorder or email the Attendance Office **within 48 hours** of Tardy.
2. Provide Student ID number.
3. Provide what time the student arrived on campus.
4. If leaving a voice message please provide your full name and contact phone number.

Excusing an Absence

1. A guardian must leave a message on attendance recorder or email the Attendance Office **within 48 hours** of absence.
2. Provide Name of student(s).
3. Provide Student(s) ID numbers.
4. Provide date of absence(s).
5. Provide reason of absence.
6. If leaving a voice message please provide your full name and contact phone number.

***We are a closed campus. For the safety of our staff and students no outside food delivery services are allowed!**