

School Attendance

Each time your child will be absent or late to school, please notify the school office.
(Even if you have informed the teacher)

1. Call our 24-hour ATTENDANCE NUMBER: **(925) 828-3144** OR
2. E-mail our ATTENDANCE E-MAIL ADDRESS: **wdattend@srvusd.net**

When calling or emailing your child's absence, please give the following information and speak slowly:

1. The child's name, grade and teacher's name
2. Spell the last name
3. The reason for the absence or tardy
4. The length of the absence
5. The name and relationship of the person calling in the absence or tardy

The reason for this is to protect your child---so we both know that each child is accounted for—
either at home or at school.

Please make sure your emergency information is updated throughout the year with any changes of contact names, daycare providers and /or numbers.