



Dear Cardiff Parents,

The office staff, not the classroom teacher, is responsible for attendance accounting and reporting. **You must call the school office to report all absences and tardies at 760-632-5892.**

If your child is absent on consecutive days for the same reason and you have called the office to inform us of the reason for the absence, you do not need to call every day.

Thank you for your help and cooperation.

Sincerely,  
The Cardiff School Office Staff