

Guidelines for Releasing Students for Confidential Medical Care

(Board Policy H-3500: Attendance-Release of Students and AP 6156:
Leaving School Grounds; CA Ed Code 44808, 46010.1, 48205)

1. Confidential medical service is defined as medical care or counseling for drugs, alcohol, sexually transmitted diseases, or mental health for students 12 years and older, or care for sexual assault or reproductive health at any age. Students may access these services without parental consent or notification.
2. The district is required to notify parents and students of this law. Parental notification is included in *Facts for Parents*; student notification takes place during required sexual health education instruction.
3. A student may be referred by site staff or self-refer to the school nurse or school counselor if the student wishes to be released from school for confidential medical services.
4. Release from school shall be handled confidentially by the school nurse, school counselor, or attendance office, if no school nurse or school counselor is present. Schools should take steps to ensure that the parent is not informed of the absence.
5. The school nurse, school counselor, or attendance office may request that students verify their absence verbally, electronically, or in writing prior to the appointment.
6. The “Absence Excuse Slip for Parent’s Signature” (blue slip) shall be completed and signed by the district staff member releasing the student in place of the parent, with the original given to the student and the other copies retained by the staff member releasing them. The district staff member should immediately list the student in PowerSchool as “Excused” for the remaining periods of the day until the student returns to campus.
7. After the appointment (or the next school day if the appointment was at the end of the day), the student should check in with the same staff member who excused the student. At that time, the staff member who released the student should dispose of the copies of the excuse slip.
8. If a parent learns of their child’s absence, and questions the staff member, the reason for the absence should not be disclosed. The staff member can inform the parent that “their child requested to be released from school for a confidential appointment and by law we are required to release them.” The staff member may also refer the parent to speak with a site administrator.
9. Students are responsible for making arrangements with their teachers to make up any assignments that they miss due to the absence.
10. District staff should continue to encourage students seeking confidential medical services to consult with their parent/guardian or another trusted adult.
11. Additional questions/concerns should be referred to the Nursing and Wellness Program Manager or the site administrator.