

# School Absence Form

## Tardy Policy

School begins at 9:30 am. When the second bell rings at 9:35 am, the student is already 5 minutes late. All classes need to start their instructional time with the end of the second bell. Visits with staff need to be scheduled outside of class time or during a teacher's conference period. If arriving after the 9:35 bell, please check in with the office. Excessive tardiness must be referred to the Seattle Public School's Truancy Office. (Note additional information under "Absence Policy" below.)

## District Absence Policy

### **Excused Absences**

- Unplanned absences are excused when your child's personal illness or injury, or the illness, injury or death of a family member, prevents your child from attending school. The school may require a note from your child's doctor before excusing absences if your child is absent due to illness or injury more than 20 days.
- Planned absences for medical appointments, surgeries, funerals, religious or other special one-time events are excused when you submit a request to the principal or assistant principal at least three school days before the start of the planned absence. Long term absences or a succession of long term absences may affect whether your child will be promoted. Absences for longer than twenty consecutive school days may result in your child being dropped from School enrollment.
- Absences due to short-term discipline of your child are excused on District attendance records unless you child in under court order to attend school without additional truanicies or behavior problems.

**All other absences are considered unexcused**, including absences caused by the student or parent oversleeping, student missing the bus, transportation problems, student needed for babysitting or translating for parents, student job requirements, disputes about student assignment, etc. Absences by long term suspended and expelled students for whom space is available in the reentry program, but who do not enroll and attend, are unexcused.

**Family vacations or family trips during regular school days are not excused.**

Parents **must list a specific reason** for any absence; otherwise it will be listed as unexcused. A parent's request to "excuse my child's absence" without a stated reason or with a reason that does not meet the above criteria for excused absences will cause the child's absence to remain unexcused.

**Two (not necessarily consecutive) unexcused absences may result in a letter sent to you from the principal requesting a meeting (in person or by phone) to discuss the unexcused absences.**

**When a child has accrued seven unexcused absences in one month or 10 unexcused absences in a year, this must be reported to the district's truancy office for a possible legal hearing.**

**WASHINGTON STATE LAW (28A.225 RCW)** cites strict requirements for student attendance in order to assure opportunities for essential learning and promotion. Ten school days per year are permitted for ALL absences, whether excused or unexcused. Tardies can add up to hours being missed, which can then turn into "days" of absences. Under exceptional circumstances, the principal can approve absences beyond the annual 10-day limit.

# School Absence Form

To Whom It May Concern:

My child, \_\_\_\_\_, in Room \_\_\_\_\_ will be absent from  
\_\_\_\_\_ to \_\_\_\_\_ due to the following reason:  
(Month/Day) (Month/Day)

\_\_\_\_\_

My child's math teacher is: \_\_\_\_\_

I understand that homework alone is not a substitute for being in class and that my child's grades may be impacted by absences. I will discuss the schoolwork my child will be missing with my child's teacher(s).

\_\_\_\_\_  
Parent/Guardian signature Date

.....

## TO BE COMPLETED BY HOMEROOM TEACHER

I acknowledge the information above:

\_\_\_\_\_  
Teacher Signature Date

.....

## TO BE COMPLETED BY MATH TEACHER

I acknowledge the information above:

\_\_\_\_\_  
Teacher Signature Date

.....

## TO BE COMPLETED BY THE PRINCIPAL OR DESIGNEE

The absence is excused based on the guidelines listed on the back of this sheet

\_\_\_\_\_ The absence is unexcused based on the guidelines listed on the back of this sheet

\_\_\_\_\_  
Principal's Signature (or Designee) Date

School use only:	Absence recorded?	
	Copy to parent?	