

Year 2016 - 2017

Attendance Policies (updated 1/31/17)

- Notifications: attendance message line **206-252-3884** or email **ingrahamhs.attendance@seattleschools.org**

Absences

- Attendance starts on the date of original entry to school.
- If a student is more than 10 minutes late to any class period, they will be marked **ABSENT**.
- Absences or tardiness must be cleared/excused within two (2) school days of the absence with a phone call, note with signature of parent, email or fax from a parent or guardian (and must include contact telephone number).
- **Provide advance notice for early dismissal for a student release from class/campus and the student is required to sign out.** If another individual is picking up the student, that person must be listed as contact the student record and must have proper identification. The students' safety is our first concern.
- Absences can affect a student's grade. Long-term absences or a succession of long-term absences may affect the student's academic progress/performance.
- If an automated call or email is received for period(s) the student was not absent or late, the student is required to clear the discrepancy with the teacher. The parent cannot excuse the absence.

Early Dismissal notice by a parent/guardian call/note/email is to be in the attendance office **BEFORE** a student may leave class. **Sign out in the attendance office is required** before leaving campus. Absences can remain unexcused if student does not sign out. *Early dismissal due to illness* requires a release from the school nurse before sign out at the attendance office.

Late Arrivals - Students arriving any time after the first bell are to **report to the attendance office and sign in.** A parent/guardian note, call or email is required to excuse the late arrival. Absences can remain unexcused with an unconfirmed arrival time.

DEFINITIONS (Seattle School District):

- ❖ **Excused Absences:** Unplanned absence due to student's personal illness or injury; or the illness, injury or death of a family member that prevents the student from attending school; emergent doctor or dental appointment. The school may require a note from the student's doctor before excusing absences if the student is absent due to illness or injury for an excessive number of days (five (5) consecutive days or more) or ten (10) or more days in the quarter.
- ❖ **Planned absences:** Submit a **Preplanned Absence Form** to the attendance office at least three (3) school days before the start of the planned absence. Extended medical absence, religious holiday/observation, educational trip, or other special one-time events.
- ❖ **Unexcused Absences** All other absences are considered unexcused, including absences for car trouble, late metro bus, oversleeping/letting sleep in, alarm didn't work, babysitting, religious instruction, "personal reasons," family vacations, student job requirements, student on wait list for another school, student or parent conflicts with school staff. Absences due to family trips and/or vacations are not excused when school is in session; extra days before or after school holidays are not excused, including trips out of state or out of the country.
- ❖ **Short Term discipline** is excused in District attendance records.
- ❖ **Long-term Suspensions or Expulsions for whom space is available in a reentry program, but who do not enroll and attend, are unexcused.**

NOTE: A parent's request to "excuse my student's absence" without a stated reason or with a reason that does not meet the above criteria for excused absences will cause the student's absence to be recorded as unexcused.

Absences for longer than twenty (20) consecutive school days Students who are absent for more than twenty (20) consecutive school days, whether the absences are excused or unexcused, will not be counted as enrolled students except in the following two (2) circumstances:

- If there is an agreement between the appropriate school official and a student's parent or guardian that the student's temporary absence is not deemed to cause a serious adverse effect upon the student's educational progress, the absent student may be counted as an enrolled student for at least two monthly enrollment periods. Any agreement between the school and the parent or guardian under this section must be in writing and signed by the parties.
- A student who receives home/hospital services shall be counted as an enrolled student as long as the student remains a student in the Seattle Public Schools. If a student enrolls in another district, the student will be withdrawn from SSD.

Compulsory Attendance Law (Becca Law) 28A.225 RCW: Students who have seven (7) or more unexcused absences in a month or ten (10) or more unexcused absences in a school year are considered truant and can have petitions filed with Juvenile Court.