

Excused & Unexcused Absences

Policy and Procedure 3122

Doctor's Notes

Doctor's notes are **required** to excuse any appointment attended during school hours.

Doctors notes are encouraged, but not required, for being out sick.

Pre-Arranged Ed Plans

If you are planning to be out of school for any reason, contact your school's attendance office to create a **pre-arranged absence education plan**. The absence will remain unexcused until the education plan is complete. This is how you can excuse vacations and other events.

Tardy and Late

Students will be marked **tardy** if they are less than 10 minutes late to class. Students will be marked **late** if they are 10 or more minutes late to class. Tardy and late can be either excused or unexcused, depending on the circumstances.

5 Days to Excuse

You have **5 school days** to excuse an absence. For example, if I am absent on Monday, I have until the following Monday to get my absence excused. After 5 school days, attendance records will not be changed.

How to Excuse an Absence

- 1) Bring a parent/guardian signed note to your school's attendance office
- 2) Bring a doctor's note or appointment summary to your school's attendance office
- 3) Have a parent/guardian call or email your school's attendance office

Greywolf Elementary

Helen Haller Elementary

Olympic Peninsula Academy

Sequim Middle School

Sequim High School

(360) 582-3300

(360) 582-3200

(360) 582-3403

(360) 582-3503

(360) 582-3608

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Excused

- ⊕ Illness
- ⊕ Injury
- ⊕ Health Room
- ⊕ Home Hospital
- ⊕ Appointments
- ⊕ Family Emergency
- ⊕ Cultural/Religious observance
- ⊕ Court/Legal
- ⊕ Post-secondary interviews and visits
- ⊕ Search & Rescue
- ⊕ Military/Active Duty
- ⊕ Disciplinary sanctions
- ⊕ Safety concern
- ⊕ Field trip
- ⊕ In school office
- ⊕ Part-time enrollment
- ⊕ Pre-arranged education plan
- ⊕ Principal/guardian contract (students who work)
- ⊕ School function
- ⊕ Extracurricular activities
- ⊕ Testing

Unexcused

- ⊗ Any absence not excused within 5 school days of the day absent
- ⊗ Appointment without providing a doctors note
- ⊗ Truant- skipping, refusal to be in class, not permitted to leave
- ⊗ Absent for no valid reason
- ⊗ Picked up for no valid reason
- ⊗ Education plan incomplete or in progress (will change to excused when complete)
- ⊗ Teacher entered absence when not present in class (will appear as 'w')

Intervention & Resources

Every unexcused absence - auto call to phone number on file

3, 5 and 10+ absences - letter sent to address on file

5 excused and every 5 after - check in meeting

2-5 unexcused - check in meeting

6-10 unexcused - referral to Truancy Liaison. Possible truancy petition mandating attendance at a Sequim School District Community Truancy Board hearing or Clallam County Truancy Court hearing

10+ - Continued intervention from Truancy Liaison and school

Sequim School District- www.sequimschools.org/programs/CTB

Revised Code of Washington (RCW)- <https://app.leg.wa.gov/rcw/default.aspx?cite=28a.225>

Washington Administrative Code (WAC)- <https://apps.leg.wa.gov/WAC/default.aspx?cite=392-401>

Office of Superintendent of Public Instruction- <https://www.k12.wa.us/student-success/support-programs/attendance-chronic-absenteeism-and-truancy/attendance-resources-parents-guardians>