

## ISD Elementary Attendance Procedures

### Truancy Letters and Conference Calls - Weekly

Three (3) or more days unexcused in a month – Report – Conference Call

Five (5) or more days unexcused in a month – Letter- File Petition

Ten (10) or more days unexcused in a year -file a petition - Letter

### Excessive Excused Letter and Conference Calls – No Pre-arranged, No Doctor’s note - Weekly

Five – Nine days (5-9) Excused in a month– Report – Call to schedule/hold a Conference (Code E)

Ten (10) or more days Excused in a year- Report - Call to schedule/hold a Conference (Code E)

Fifteen (15) or more days Excused in a year – Letter (Code E)

### Excessive Excused absences , Pre-arranged absences and Doctor’s Note

All pre-arranged absences are to be approved by the principal/administrator

Any Absence with Doctor’s note	Coded as N to eliminate letters
1–4 Excused in a month	No Action required – Code N, P(pre-arranged form required for 3 or more consecutive days)
5–9 Excused <b>Pre-arranged</b> in a month	No Action Required if absence is authorized via pre-arranged form because Academic Plan is incorporated into the Pre-arranged absence form.– Code P
5–9 Excused <b>Doctor’s note</b> in a month	Report – Call to schedule/hold a Conference (Code N)
10+Excused in a year <b>Pre-arranged</b>	No Action Required if absence is authorized via pre-arranged form because Academic Plan is incorporated into the Pre-arranged absence form.– Code P
10+Excused <b>Doctor’s Note</b> in a year	Report – Call to schedule/hold a Conference (Code N)
**21+ Days	Request for Elementary Student Absence Greater than 20 Consecutive School Days Form will be used.

\*\*‘Pre-Arranged Absence Request Form’ and ‘Request for Elementary Student Absences Greater than 20 Days Form’ will include date of student return and will state the policy that if student does not return on this date, student will be withdrawn.

### PRE-ARRANGED ABSENCE PROVISIONS

RCW 28A.225.010 Students who are requesting to be excused for an extended absence of greater than 20 days must have a signed agreement between parent/guardian and school principal/administrator that the absences will not cause a serious adverse effect upon the student’s educational progress.

For all extended absence requests (3-20 and greater than 20) the forms will confirm the date the student will return to school. If the student does not return to school on this date, the student will be withdrawn.

If the request is not approved, the student will remain enrolled and the absences will be marked as unexcused. After 20 days of unexcused absences, the student will be withdrawn.

### PROCEDURES FOR ABSENCES AND TARDIES

ABSENCES	TARDIES
2 hrs. late	Less than 2hrs – Tardy