



Attendance at Skyline

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After this past year with remote and hybrid learning, we thought it would be good to revisit our regular In-Person Attendance procedures. Please let us know if you have any questions, we are happy to guide you through the process.

Excused Absences

- Please refer to the Skyline Student Handbook for a list of what is considered an excused absence.
- Parents are expected to notify the Attendance office by email or phone call within 48 hours of the absence or send in a signed note of explanation with the student upon the student's return to school.
- If you know your student will be absent beforehand please call or email with that information as soon as possible.

Early Release Passes

One of our main goals is to avoid interrupting teachers during class time whenever possible. If you need to take your student out during the school day we ask that:

- You call or email attendance in advance or send a note with your student that morning.
- Your student comes to the Attendance Office and picks up their **Early Release Pass** any time before the class they need to leave early from.
- Your student gives the pass to their teacher at the beginning of the class in which they will leave. They do not need to stop back in the office before they leave they can just go.
- If your student is returning to school they need to check back in at the Attendance Office to receive a pass back to class.
- Exceptions: If they are leaving during passing time between classes or during lunch they will not need to pick up a pass.

Note: Please plan in advance as much as possible as we do not go get kids while they are in class except for emergencies.

Late or Tardy?

If your student is late they will need to sign in at the Attendance Office to receive a **Late Pass** to class.

- If your student is less than 10 minutes late it is recorded as "L"
- If your student is more than 10 minutes late it is recorded as "T"

Student Was In Class But Marked Absent?

If a teacher makes a mistake and marks a student absent or tardy for time in which they were present, the way to correct this is:

- The student picks up an **Attendance Correction Form** from the attendance office.
- The student takes it to their teacher to correct the error and signs the form.
- The student returns the form to the Attendance Office.

Pre-Arranged Absences

If your student will be absent for 3 or more consecutive days we require a **Pre-Arranged Absence Form** to be filled out. This can be picked up by students in the attendance office or found online and **needs to be completed at least 1 week prior to absence.**

- It is mandatory that the teachers sign the form as this allows the student and teacher to discuss makeup work.
- Parents sign the form **AFTER** the teachers have signed off.
- The student returns the form to the attendance office for Admin approval.