

(date)

Student Name:

Grade:

Student ID:

Date of Birth:

Dear

We noticed your student was absent. Our records indicate your son/daughter has (5) five unexcused absences on:

(list dates below)

(list dates below)

(list dates below)

(list dates below)

(list dates below)

Attendance Procedures

- If a student is absent or tardy, a parent/guardian must contact the school directly or by ParentSquare to excuse the absence within three (3) school days after returning to school.
- If a student is ill for five (5) consecutive days, a note from a doctor is required to excuse the absences
- A conference and an assessment barrier (middle and high school) is required by the state of Washington. **(RCW 28A.225.018)** The goal of the assessment barrier and the conference is to uncover and identify barriers to consistent school attendance. The school will attempt to schedule a conference with you and your student. Please contact the school if you would like to be a part of the process.
- A copy of the attendance agreement will be shared with you.
- Five (5) unexcused absences puts the student/family at risk for state mandated truancy interventions.

Contact the school (ParentSquare, Email, Phone) to excuse your child's absence

Name of School	*	Email Address	*	Phone Number
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It is important to contact the school within (3) days to excuse absences. We know that consistent daily attendance is directly tied to the academic, social, and emotional success of our students and don't want your student to fall behind. We want to see your student be successful!

Thank you

What's the Law?

RCW 28A.225.010 governs mandatory school attendance

Attendance Procedures and Washington State attendance laws

- <https://sites.google.com/evergreenps.org/attendance/attendance>
- <https://ospi.k12.wa.us/student-success/support-programs/attendance-chronic-absenteeism-and-truancy/policies-guidance-and-data-reporting>