

REFERRAL TO DISTRICT STUDENT ATTENDANCE SPECIALIST

Student's Name _____ Birth Date _____ Juvenile on Probation? ☐

Referred by _____ School _____

The State of Washington mandates school districts report to the juvenile court any student that accumulates seven unexcused absences within one month and prior to 15 unexcused absences within one school year.

The following action steps assure our district's compliance with Chapter 28A.225 of the Revised Code of Washington.

Unexcused Absences: When a student misses 50% or more hours/periods in a school day without parent/guardian permission.

Transfer Students: If a student transfers from one school district to another during the school year, the receiving school or school district shall include the unexcused absences accumulated at the previous school or from the previous school district

☐ **List Dates of Unexcused Absences:** _____ See Attached _____

☐ **1st Day: Mail "ATTENDANCE ALERT NOTIFICATION-WARNING #1 -or-Notify parent/guardian by phone or Robo Call**
School official shall inform the student's parent/guardian by notice in writing or telephone whenever the student has failed to attend school after one unexcused absence within the current school year.

☐ **3rd Day: Mail "ATTENDANCE ALERT NOTIFICATION – WARNING NOTICE #2"**
Notify parent/guardian by phone

☐ **5th Day: Mail "ATTENDANCE ALERT NOTIFICATION – WARNING NOTICE #3"**
Notify parent/guardian by phone

☐ **Conduct a Student/Parent Conference**

☐ "Student Attendance Agreement-Action Plan" completed and signed by the parent (K-5) and/or student (6-12) or at least 3 documented attempts to reach both student and parent.

☐ Administer school assessment (6-12)

☐ If a parent/guardian (6-12) cannot attend a conference in person, mail a copy of the "Attendance Agreement-Action Plan" to him/her and conduct a phone conference.

☐ Document in Skyward that a student/parent conference was completed. (Code QM or QMS (no show))

☐ **7th Day within the same month: -or-**

☐ **10th Day within the same year: Mail "ATTENDANCE ALERT NOTIFICATION – FINAL WARNING NOTICE"**

This letter informs the parent/guardian that both they and their student are at risk of being referred to the local juvenile court.

☐ Submit this referral form, the assessment, and the "Student Attendance Agreement-Action Plan" to the District Attendance Office.

☐ Document in Skyward a referral has been submitted to the District Attendance **Office**.

(Code QS) Certification of Information:

I certify that the information contained in this referral is a true and accurate account of the action taken by the school to the best of my knowledge.

Signature _____ Title _____ Date _____