



Sequim School District No. 323

Engage Empower Thrive

503 N Sequim Ave, Sequim, WA 98382

Telephone: (360) 582-3260, FAX: (360) 683-6303

Excused & Unexcused Absences

Policies and Procedure 3122

Doctor's Notes

Doctor's notes are encouraged to excuse any appointment attended during school hours and when student is out due to illness and/or injury.

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 educational plan**. If work is not completed within 5 school days of return date, the excused absence will be changed to unexcused. 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.

*See list of excused and unexcused absences.

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. *See Monthly Interventions, excused and unexcused

How to Excuse an Absence

- 1) Use the Skyward app to submit an absence.
- 2) Bring a parent/guardian signed note to your school's attendance office
- 3) Bring a doctor's note or appointment summary to your school's attendance office
- 4) Have a parent/guardian call or email your school's attendance office

Greywolf Elementary	(360) 582-3300	scarlson@sequimschools.org
Helen Haller Elementary	(360) 582-3200	rbacchus@sequimschools.org
Dungeness Virtual School	(360) 460-2716	lparker@sequimschools.org
Olympic Peninsula Academy	(360) 460-2716	lparker@sequimschools.org
Sequim Middle School	(360) 582-3503	tbrewer@sequimschools.org
Sequim High School	(360) 582-3608	llestage@sequimschools.org

Sequim School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX and Civil Rights Compliance Coordinator: Victoria Balint, vbalint@sequimschools.org 503 N Sequim Ave., Sequim, WA 98382, 360-582-3260, and for Section 504/ADA Coordinator, Cheryl McAliley, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3402, cmcaliley@sequimschools.org



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Full details, are on our website
School Board Policies-Procedures
Section, 3000-Students

Excused and Unexcused Absences 3122 & 3122P

Excused & Unexcused Absences

Policies and Procedure 3122

Excused

- ◆ Physical health or mental health symptoms
- ◆ Illness/injury
- ◆ In health room/school office
- ◆ Disciplinary action
- ◆ Various medical appointments
- ◆ Family emergency
- ◆ Cultural /religious observance
- ◆ Court/legal
- ◆ Post-secondary interviews & visits
- ◆ Search & rescue
- ◆ Military/active duty
- ◆ Migrant, homeless or foster care dependency status
- ◆ Safety concerns
- ◆ Pre-arranged educational plan
- ◆ School functions/testing
- ◆ Extracurricular activities
- ◆ Lack of instructional tools, including internet

Excused

When the district is required to provide synchronous and asynchronous instruction due to emergency closure, absences due to the following reasons are excused:

- ◆ Student illness, appts. or health condition due to COVID-19, or other conditions related to school closure
- ◆ Caring for a family member who has illness, appts. or health condition due to COVID-19, or other conditions related to school closure
- ◆ Student's family obligations or parent's/guardian's work schedule during regular school hours that are temporary due to school closure, until other arrangements are made

Unexcused

- ◆ Any absence not excused within 5 school days of the day absent
- ◆ Truant- skipping, refusal to be in class, not permitted to leave
- ◆ Absent for no valid excused reason
- ◆ Picked up for no valid excused reason
- ◆ Pre-Arranged Educational Plan not completed and turned in within 5 days of return date.
- ◆ Teacher entered absence when not present in class (will appear as 'w' in skyward)

Office of Superintendent of Public Instruction

<https://www.k12.wa.us/student-success/support-programs/attendance-chronic-absenteeism-and-truancy>

Monthly Interventions

EXCUSED Absences

After 5 excused - Elementary students will have a conference (by phone, virtual meeting or in person) and **after every 5 after that**—a check-in meeting. Not required if prior notice given, if a doctor's note has been provided and there is a plan in place to ensure the student will not fall behind in their coursework.

UNEXCUSED Absences

Every unexcused absence - auto call to phone number on file

3 unexcused absences - Conference with school staff (by phone call or email) to discuss attendance barriers

5 unexcused absences - A truancy letter sent to address on file from school administrator

6 unexcused absences - Truancy Intervention Agreement (TIA) meeting, WARNS assessment for MS & HS

After 7 unexcused absences - Court truancy petition filed requesting a STAY. Community Engagement Board (CEB) meeting required for elementary students. MS & HS students will re-address goals, may be referred to CEB or court.

Current School Year Interventions

If continued unexcused absences after TIA meeting, CEB meeting, and/or agreed upon goals not followed, STAY will be lifted and court date set.

15 unexcused absences in a school year - Court truancy petition filed, a STAY may be requested, Community Engagement Board (CEB) meeting scheduled, goals re-addressed or court date set.