

Unexcused Absence Process

All schools in the district will use the same definitions of excused and unexcused absences. School staffs will develop consistent building processes for careful and accurate attendance taking for all student classes; principals will monitor the reliability and consistency of attendance. Summary data of absences, including unexcused absences, will be transferred with other student records to other schools in the district by the sending school and will be recorded at the receiving school.

School responsibilities:

School staffs will develop consistent building processes, with teachers and/or office staff clearly being identified and held responsible for action-required items #1, #2, and #3 below, including their record keeping. The principal and/or designee will be responsible for item #4 below and its record keeping.

SCHOOL PROCEDURAL FLOWCHART	
<u>NUMBER OF UNEXCUSED ABSENCES</u>	<u>ACTION REQUIRED</u>
One (1) unexcused absence	1. Notify parent(s)/guardian(s) by telephone or in writing.
Two (2) unexcused absences	2. Schedule a conference with parent(s)/guardian(s) to be scheduled no later than thirty (30) days after the second unexcused absence. 3. Take appropriate steps which may include: 3.1 adjusting the student’s program; or 3.2 adjusting the student’s school; or 3.3 adjusting the student’s course assignments; or 3.4 providing more individualized or remedial instruction; or 3.5 providing appropriate vocational courses or working experiences; or 3.6 referring the child to the community truancy board; or 3.7 assisting the parent or child to obtain supplementary services that might eliminate or ameliorate the cause of the absences; or 3.8 taking other appropriate action.
<i>(May be filed earlier, but not later than)</i>	
Five (5) unexcused absences	4. File a petition with the Juvenile Court alleging in one (1) calendar month a violation of RCW 26A.225.005-060, and notify or parent(s)/guardian(s) of the action. Ten (10) unexcused absences in <i>(If the school does not file a petition under these the current school year circumstances, the parent may file the petition.)</i> Continue to regularly report additional unexcused absences if the court assumes jurisdiction. Provide summary information for the district at the end of each semester or trimester.

District responsibilities:

The director of compulsory attendance will summarize semester and/or trimester building reports for an annual report to the Office of the Superintendent of Public Instruction (OSPI). Summary records of such building actions will be maintained in the director's office.

Date:
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