

## **Attendance Information for Parents/Guardians Excused and Unexcused Absences**

Dear Parent(s)/Guardian(s),

Regular school attendance is crucial for your child's success. Teachers develop lessons that focus on much of the learning taking place during class. Everyday your child is absent makes it difficult for him/her to learn the content they need to be successful. We want to share what are excused absences and unexcused absences to clarify any confusion regarding your child's attendance.

If your child is absent from school, please call 360-503-1248 to report your child's absence. Any unreported absence will automatically be an unexcused absence. Beginning at three unexcused absences, a meeting will be scheduled with an administrator, parent/guardian and the student, to discuss the reasons for unexcused absences and to put a plan in place for regular school attendance.

### **What Absences are Excused:**

- Illness, health condition or student's medical appointment
- Family emergency (ex: death or illness in the family or any unforeseen circumstances)
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction
- Court, judicial proceeding, court-ordered activity, or jury service
- Absence directly related to the student's homeless or foster care/dependency status
- Absences related to deployment activities of a parent or legal guardian who is an active duty member

### **Pre-Arranged Absences:**

Any reason for an absence that does not meet the above criteria needs to be mutually agreed upon between an Administrator and parent/guardian in order for the absence to be considered excused. These absences could be as short as one day or planned for more. In these cases, you will need to fill out a Pre-arranged Absence Form two weeks prior to the planned absence/absences, or as soon as you make the plans. Attendance records and student grades are taken into consideration when the Administrator determines if the submitted planned absence will be excused. If you need a pre-arranged absence form, they are available for pick up at the attendance window.

Sincerely,

Patrick Harrington and Ryan Pike  
Principals

**ANACORTES MIDDLE SCHOOL**  
**Planned Absence Request**

State law and district procedures define the requirements for student attendance at Anacortes Middle School. ASD Policy 3122 lists the following reasons which excuse a student from school: illness, health condition; medical appointment; school-approved activities; family emergencies (death or severe illness); judicial proceedings; homelessness; or religious observance, when requested by a student's parent(s).

Families considering an extended absence for their student must be aware that school officials are required by state law to refer parents to court if a student accumulates more than seven (7) unexcused absences in a month or ten (10) unexcused absences in a school year. This law is based on the recognition that absences from class for any reason have an adverse effect upon student's academic progress.

Parents are requested to complete this form if they are requesting an absence for any reason other than the ones stated above. Please submit to the office for approval at least five (5) days prior to the first date to be absent. Absences that do not receive pre-approval will be recorded as unexcused.

**Step 1: Please print a grade and attendance report from Student/Family Access and attach.**

**Step 2: Please fill out the following and return this form to the main office.:**

Student's Name: \_\_\_\_\_

Dates of absence: \_\_\_\_\_ to \_\_\_\_\_

I request that my child be excused from school for the following reason:

\_\_\_\_\_

I understand the educational and legal implications of this pre-arranged absence request and, if approved, will assure that my student completes all agreed upon alternative learning requirements in the timeline prescribed. I also understand that students missing more than 20 consecutive school days must, by law, be withdrawn from Anacortes Middle School.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy of this form was given to student on \_\_\_\_\_

Principal Comments: \_\_\_\_\_

What effect might this have on student's grades? \_\_\_\_\_

\_\_\_ EXCUSED \_\_\_ UNEXCUSED Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ EXCUSED \_\_\_ UNEXCUSED Attendance Secretary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 3: Teacher Notification:**

Student must take this form to each of their teachers for a signature in order to arrange for assignments. When completed, return this form to the main office.

1st \_\_\_\_\_

4<sup>th</sup> \_\_\_\_\_

2nd \_\_\_\_\_

5<sup>th</sup> \_\_\_\_\_

3rd \_\_\_\_\_

6<sup>th</sup> \_\_\_\_\_