



REQUEST FOR EXCUSED ABSENCE

(For absences other than illness, dental or medical appointments, or religious observance)

WAC 392-121-108 states if a student is absent for 20 school days or more they must be officially withdrawn by the school. Also, when they return to Clyde Hill after withdrawal, their previous placement will be reviewed but cannot be guaranteed. It will be necessary to re-register when student returns. The Bellevue School District Attendance Policy/Procedure (3122) can be found on the district website.

Please complete a form for each absence.

PRIOR APPROVAL REQUIRED

Student Name _____ Grade _____ Teacher _____

Dates(s) of Absence _____

Reason for Absence _____

Parent Email Address _____

Dates of other such requests (during elementary years): _____

Will the student be returning to the same residence upon return? _____

Plans to maintain academic skills: _____

Please Note: Make-up assignments are not provided in advance. The teacher may require some work to be made-up upon return. Final decision form will be scanned and emailed to parent; original form will be placed in student's cumulative file.

Parent / Guardian Signature

Relationship to Student

For Office Use Only

Teacher Review:

Student is achieving at or above grade level? _____

Teacher Signature

Date

Decision / Comments:

(District policy only allows for 5 days per school year to be excused for personal/family reasons)

Excused

Unexcused

Principal Signature

Date

ATTENDANCE POLICY SUMMARY

Regular and punctual attendance is vital to your child's progress. Washington State law required that children attend school. **We are required, by law, to track absences and identify them as excused and unexcused.**

EXCUSED ABSENCES include illness, medical or dental appointments, religious observances and family emergencies. Please report your child's absence or late arrival by one of the following two methods prior to 8:00AM:

1. Call our Attendance Hotline at 425-456-5002 OR
2. Email our Attendance Hotline at clydehillattendance@bsd405.org

FAMILY VACATIONS should be planned for **non-school days**. ***If there is a special reason for an absence on a school day (e.g. family trip), please print/pick up and complete a Request for Excused Absence form from the Office at least one week prior to the absence and return to the Office.*** Your child's teacher will review your situation to determine whether the absence will adversely affect learning. Based on this information, the principal/assistant principal will determine whether the absence will be excused or unexcused. Prearranged absences due to vacation for more than five days in a school year will not be approved. Failure to follow procedure will result in an unexcused absence. Students may be approved for **five (5) prearranged absences per school year**.

UNEXCUSED ABSENCES: State law requires that we follow specific steps for unexcused student absences, including parent conferencing. Students who have ten unexcused absences fall under the BECCA law and must be referred to the courts.

MAKE-UP ASSIGNMENTS: When your child returns from an excused absence, the teacher will provide make-up assignments, as appropriate. ***Make-up assignments are not provided in advance.***

Any other missed days moving forward for non-school reasons or those outside the VALID EXCUSE POLICY will be unexcused absences.

Thank you for doing all that is possible to have your child at school every day, on time. The early release Wednesdays (12:10pm dismissal) are a good time to schedule necessary appointments.

BELLEVUE SCHOOL DISTRICT ATTENDANCE POLICY

POLICY 3122 (EXCUSED AND UNEXCUSED ABSENCES)

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles will govern the development and administration of attendance procedures within the district:

VALID EXCUSE POLICY

A. The Following are valid excuses for absences:

- Participation in a district or school approved activity or instructional program;
- Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry)
- Family emergency, including but not limited to a death or illness in the family;
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Court, judicial proceeding or serving on a jury;
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- State-recognized search and rescue activities consistent with RCW 28A.225.055;
- Absence directly related to the student's homeless status;
- Absence resulting from a disciplinary/corrective action. (e.g., short/long term suspension, emergency expulsion)
- Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence. A student who is absent from school without excuse shall be considered for discipline, suspension or expulsion, provided the actions required by WAC 180-40-235(l), 180-40-245(3), 180-40-260(3) and 180-40-275(3) have been taken.

The Becca Bill: Washington State Truancy Law

The Attendance office, administrators and counselors will ensure that –All Bellevue Schools will comply with the state truancy law, RCW 28A 225. The law requires parents to cause their student(s) to attend school regularly and to provide valid justification to the school when their student(s) is absent. All Bellevue Public Schools will notify parents/guardians of unexcused absences. Students may be subject to consequences such as conferences, detention, in-school suspension, or loss of credit due to continued unexcused absences. Accommodations such as a schedule change will also be considered.

Elementary Student Responsibilities

1. Returning to school after an absence: Submit a written note to the Attendance Office with the dates and reason for the absence within three (3) school days. The note must include the reason for the absence. If the student does not submit a note to excuse the absence within 3 school days, the absence(s) become unexcused. Unexcused absences may result in disciplinary consequences such as missed recesses, detention, or missed activities as designated by the administrator or designee.
2. Make-up Work: You have the right to make up work after an excused absence. Make up work must be done in a timely manner. Teachers determine the amount of time given to complete make-up work. Teachers are not required to give you the opportunity to make up work for unexcused absences.
3. Pre-arranged absences: All absences related to non-school activities must be pre-arranged. The pre-arranged absence form can be obtained from the Attendance Office. The form requires signatures from an administrator, teachers, and a parent/guardian. If the pre-arranged absence form is not filled out prior to absence, the absence will be unexcused.
4. Family Vacations During School Sessions: Families should not schedule vacations to occur while school is still in session. If a family vacation must occur while school is in session it must be pre-arranged. The pre-arranged absence form must be completed and turned in 5 school days prior to the absence. Prearranged absences due to vacation for more than five days in a school year will not be approved. Failure to follow procedure will result in an unexcused absence.
5. Signing out of school: If a student has an appointment and must leave during the school day, the parent/guardian must come to the Main Office and sign the child out. Early dismissals will only occur in extenuating circumstances with prior approval.

Tardy & Early Dismissal Policy

Tardiness is defined as arriving late to school. Early dismissal is defined as leaving school prior to the end of the school day. The definition of excused tardies/early dismissal aligns with the definition of excused absences (refer to Policy 3122 for valid excuses for absences).

Students need to be in class and ready to learn at the bell. The following are consequences for tardiness:

1. A student may have up to two unexcused tardies per trimester. Upon the third unexcused tardy, a consequence may be assigned.
2. Three unexcused tardies will equal an unexcused absence.
3. A student may then have a fourth and a fifth unexcused tardy per trimester. Upon the sixth unexcused tardy a consequence will be assigned.
4. Every subsequent unexcused tardy after the sixth will result in a consequence