

Woodinville High School Unexcused Absence Verification



Name _____ Student ID #: _____ Today's Date: _____

The above student has an unexcused absence on _____ in period: 1 2 3 4 5 6 7 8
(date) (please circle)

The WHS attendance policy states that absences must be excused within 48 hours (please refer to the WHS Student Handbook). A parent/guardian signed note must be brought to the Attendance Office or a parent/guardian must contact the attendance office to excuse the absence ASAP.

- Three or more days of unexcused absences result in a conference with administration.
- Unexcused absences may also result in progressive discipline.

If a student was marked absent or late in error, the student must discuss the absence or late with his or her teacher. If the teacher agrees it is an error, request that he or she agrees by signing below. The student must then return this form to the Attendance Office.

For teacher use only:

The above absence is:

____ Late ____ School Related ____ Clear

Teacher's Signature

Thank you,
Kim Benedict
Attendance Secretary
(425) 408-7410
whsattendance@nsd.org

Unexcused Absence Verification Form Aug. 2019 KB

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