
Student Name: _____, I.D. #: _____

Dear Parent(s)/Guardian(s),

SCHOOL ATTENDANCE IS REQUIRED BY STATE LAW

- State law requires children from age 8 to 17 to attend school.
- Children that are 6- or 7-years-old, who are enrolled in school, must also attend school.
- Youth who are 16 or older may be excused from attending school if they meet certain requirements. If you would like to discuss these requirements, please contact Ryan Bunda, school counselor, at 425-298-5329/ Ryan.Bunda@highlineschools.org.

If your child is going to be absent, please contact Meghan Moreno, office assistant, at 206-631-4300/ Meghan.Moreno@highlineschools.org.

*The complete truancy statute can be found by googling "RCW 28A.225" and selecting the first option.

SCHOOL'S DUTIES UPON A STUDENT'S ABSENCES

- If your child has two unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your child.
- In elementary school after five excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference. A conference is not required if your child has provided a doctor's note, or pre-arranged the absence in writing, and plans are in place so your child does not fall behind academically.
- If your child has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a Petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. You and your child may need to appear in Juvenile Court.

DID YOU KNOW?

- Attending school on-time, all day, every day will give your child the best chance of graduating from high school.
- Starting in kindergarten, missing on average just 2 days a month, whether excused or unexcused, makes it more likely that your child will not meet academic standards in math and reading by third grade.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular attendance is a better predictor of high school graduation rates than 8th grade test scores.

WHAT YOU CAN DO

- Don't let your child stay home unless they are truly sick, such as fever, vomiting, diarrhea, or a contagious rash.
- Avoid appointments and travel when school is in session.
- Keep track of your child's attendance. Missing more than 9 days, excused or unexcused, could put your child at risk of falling behind.
- Set a regular bedtime and morning routine as well as finishing homework and packing backpacks the night before.
- Have a back-up plan in place with family members, neighbors, or other parents for getting your child to school in case something comes up.

*Helpful information about school attendance can be found at: www.attendanceworks.org

If you are struggling to get your child to school for any reason, we are here to support you and work with you towards possible solutions. Please do not hesitate to contact us to schedule an appointment to discuss your child's attendance. Charliesha Cox, office manager, at 206-631-43001/ Charliesha.Cox@Highlineschools.org

Sincerely,
Alexandria Haas
Principal

Your signature below indicates that you have read (or someone read it to you) and understand this letter.

Signature: _____, Print Name: _____, Date: ____/____/____

Portions of this letter are attributable to Attendance Works <http://www.attendanceworks.org/>