

Attendance



How to contact the school:

Voicemail: 425-936-2341

Email:

FinnHillMSAttend@lwsd.org

Office: 425:936-2340

Contact the school within 48 hours of absence if you wish to have it considered as excused.

After 8:35am? Your student is Tardy!

Please come into the school office to sign them in. As part of our Safe Arrival Program they must be signed in!

All students must be in class on time. Chronic tardies will have consequences as outlined in *LWSD Rights and Responsibilities*.

Need to pick up your student early?

PARENTS need to let the office know at least **ONE HOUR BEFORE** the pick up time so we can have your student ready for you.

(Preferred contact: Email by 9am or call the office.)

Students **MUST** be signed out at the office.

No Student may leave during school hours without checking in with Attendance desk.

Absences:

The school will determine if the missed classes are excused or unexcused based on information given by the parent/guardian. *LWSD* policy and the *BECCA* Bill states excused absences include (not limited to): medical appointments, religious holiday, family emergency, suspensions & pre-arranged absences. There are consequences for unexcused absences. See the *Truancy* section of *LWSD Rights & Responsibilities*.



Unexcused absences include oversleeping, missed bus, birthday celebrations, shopping, late start etc.

Scan QR code for more information.

Extracurricular Activities: Students must be in attendance at least three periods on the day of a school activity/event, i.e.: athletic game, dance, school play, field trip, music concert, TSA class, etc, in order to participate in or attend that event. If student leaves school due to illness, then they are unable to return to attend activity that day.

Extended Absence or Vacation?

A completed *Pre-Arranged Absence Form* **MUST** be submitted for absences longer than 3 days. Form **MUST** be submitted to attendance office **PRJOR** to absence for it to be considered as an excused absence.



Form can be found Here or in the school office.

-Submit this form to Attendance Office atleast one week before absence-

Lake Washington School District



Secondary Pre-Arranged Absence Form

Lake Washington School District recognizes the importance of regular school attendance as a necessity for mastery of the educational program provided to students of the District. As such, students are expected to attend all assigned classes each day.

Students may be excused from attendance subject to approval by the student's parent and the school principal or designee based on valid excuse criteria outlined in regulation JED-R.

If families have prior knowledge that their student will be absent, they may pre-arrange for the absence to be excused. If the pre-arranged absence will result in the student being considered chronically absent the pre-arrangement process must include a plan indicating how the student will maintain sufficient educational progress.

Teachers are not required to provide classwork or assignments in advance of an absence.

Student Name: _____ Date Leaving: _____
Grade: _____ Date Returning: _____

Number of school days that will be missed:	+	Number of absences student has to date:	=	Total absences:
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Step 1:
Student & Parent fill out all yellow highlighted areas

Reason for absence:

- Extended Illness or Health Condition
- Medical Appointment
- Religious or Cultural Purposes/Observance of a Religious Holiday
- Judicial Proceeding
- Parental-Approved Activity (please describe as principal approval is also required by policy)

example

This page needs to be completed if the total number of absences for this occurrence is three or more days OR the total number of absences for the year is 10 or more days.

What learning activities will your student be engaged in, so that he/she can maintain progress in his/her studies?

Period	Subject & Teacher Initial	Parent Planned Activities	Teacher Comments
Period 1			
Period 2			
Period 3			
Period 4			
Period 5			
Period 6			
Period 0/7			

Step 2:
Take this form to all 6 teachers for them to fill out this section and get their initials and write what they would like you to do while you are gone from class.

-Must have ALL teachers initials-

Parent Signature: _____

Administrator Approval:

Absences will be marked Excused Unexcused

Administrator Comments:

Step 3:
Take completed form to Attendance Desk for Admin Approval. You will hear from us only if we require more information.