



# Washington Open School

Parent Participation Elementary School

270 Washington St., Santa Clara, CA 95050 (408) 423-3900

Heidi Pilawski, Principal

## Absence Notification (revised 8/16/22)

Today's Date: \_\_\_\_\_

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

Student's age at time of absence: \_\_\_\_\_

Teacher & Room # \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Number of days of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Destination: \_\_\_\_\_

Please note: According to SCUSD Board Policy 5116.11 regarding Open Enrollment: The student may be subject to displacement, however, due to a failure to maintain satisfactory attendance, conduct or academic achievement. Students with ten (10) unexcused absences will be disenrolled as soon as practicable and required to return to their neighborhood school. Students are required to reapply for open enrollment when moving from elementary school to middle school or from middle school to high school.

Board Policy 5113 states: "The Governing Board believes that regular attendance plays an important role in student achievement. The Board shall work the parents/Guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy"

You may also be referred to the School Attendance Review Board (SARB) and possibly be referred to the District Attorney's Office

\_\_\_\_\_ I understand and am fully aware of these board policies

Parent's Signature: \_\_\_\_\_

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Truancy letter sent: \_\_\_\_\_