



Woodburn School District

Attendance Agreement

It is the intent of the Woodburn School District to provide the best possible educational opportunity for all students. To reap the benefits of such an opportunity, students and parents must take an active role in the learning process, beginning with regular and punctual attendance. The District's hope is that with your understanding of our attendance rules, regulations and district policies, you will be an integral part of your child's success in school. To bring consistency and clarity to District attendance policies we would like to provide the following information.

Excused Absence/Tardy

Woodburn School District only recognizes the following reasons as valid excuses for an absence:

Student illness

Illness in the student's family

Emergency

Absences approved in advance (ie. Vacations, religious holidays, funerals)

Medical and dental appointments

Unexcused Absence/Tardy

Woodburn School District will **not** recognize the following excuses for an absence from school:

Truancy

Oversleeping

Missing the bus or car malfunction

Shopping/haircut appointments

Family vacations or excursions not approved by the principal in advance

Birthdays, family visiting, or other celebrations

When calling in, emailing or sending a note regarding your student's absence, you must indicate the reason for the absence. Parent/guardian notification must be received within 2 days of the absence in order for it to be excused. Please include your student's first and last name and a parent/guardian signature. **If no explanation is given, the absence will remain unexcused.** Requests to have all absences for the year excused when your child is late or does not attend will **not** be honored due to safety reasons.

