

25-26 Attendance Agreement

ALL STUDENTS WHO WISH TO ATTEND NEW MARKET SKILLS CENTER MUST COMPLETE AND SIGN THIS AGREEMENT

I _____ (**print full name**), here after known as **the student**, enter into this attendance agreement with full knowledge and understanding of my responsibilities as listed in section I. below and the consequences for violating the terms of this agreement.

- I. **The student** understands that New Market Skills Center (NMSC) is a school of choice and that daily attendance directly impacts success in the program. **The student** understands that at 20 unexcused absences this agreement has been violated and **the student** is subject to withdrawal from NMSC. With this in mind, **the student** agrees to the following responsibilities:

II. Responsibilities of **the Student**

- A. **The student** will attend class every day school is in session
- B. **The student** will arrive in class at the scheduled start time
- C. **The student** will depart class at the scheduled dismissal time
- D. All absences will be excused within 48 hours by **the student's** legal guardian or **the student** if 18 years of age or older, via one of the following methods:
 - i. a signed note delivered to the NMSC main office located in building A
 - ii. calling NMSC's attendance line at (360) 570-4501
 - iii. emailing nmsc.attendance@tumwater.k12.wa.us

- III. NMSC agrees to hold **the student** accountable for daily attendance, evaluate extenuating circumstances, and aid the student in a plan for success. With this in mind, NMSC agrees to the following responsibilities:

A. Responsibilities of NMSC

- i. Automated nightly attendance calls (when service is available) will be made to the primary phone number on file when attendance action is required.
- ii. At 5 unexcused absences, a "5 Day Letter" will be mailed to **the student's** mailing address and a copy sent to the sending school counselor. **The student** will be referred to the Career Services Dept. to develop an attendance improvement plan.
- iii. At 10 unexcused absences, a "10 Day Letter" will be mailed to **the student's** mailing address and a copy sent to the sending school counselor. **The student** will be referred to the Director of Student Services.
- iv. At 15 unexcused absences, a "15 Day Letter" will be mailed to **the student's** mailing address and a copy will be sent to the sending school counselor. The student will be referred to the Director of Student Services and Career Services Department.
- v. At 20 unexcused absences, the Exit Interview Team will meet with **the student**.

IV. **Signatures of Acknowledgment**

Student Signature

Date

Parent/Guardian Signature

Date

(if the student is under 18 years of age)