

# Woodinville High School

## Unexcused Absence Verification



Name \_\_\_\_\_ Student ID #: \_\_\_\_\_ Today's Date: \_\_\_\_\_

The above student has an unexcused absence on \_\_\_\_\_ in period: 1 2 3 4 5 6 7  
(date) (please circle)

The WHS attendance policy states that absences must be excused within 2 school days (please refer to the WHS Student Handbook). A parent/guardian signed note must be brought to the Attendance Office or a parent/guardian must contact the attendance office to excuse the absence ASAP.

- Three or more days of unexcused absences result in a conference with administration.
- Unexcused absences may also result in progressive discipline.

***If a student was marked absent or late in error, the student must discuss the absence or late with his or her teacher. If the teacher agrees it is an error, request that he or she agrees by signing below. The student must then return this form to the Attendance Office.***

For teacher use only:

The above absence is:

\_\_\_\_ Late      \_\_\_\_ School Related      \_\_\_\_ Clear

\_\_\_\_\_  
Teacher's Signature

Thank you,  
Julie Leong  
Attendance Secretary  
(425) 408-7410  
WHSAttendance@nsd.org

*Unexcused Absence Verification Form 2022 SB*

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