



Washington Open Elementary

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

Heidi Pilawski, Principal

Absence Notification (revised 8/1/25)

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 5116.12 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 based on space availability.

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"

Board Policy 5113.12 states: "students with a pattern of unexcused absences may be referred to a school attendance review board (SARB), in accordance with applicable law, in order to receive intensive guidance and assistance.

_____ I understand and am fully aware of these board policies

Parent's Signature: _____