Wilder Attendance & Truancy Requirements

ELEMENTARY				
If	**IF**	**THEN**	**DISTRICT/STATE JUSTIFICATION DOCUMENT**	**STAFF**
ONE (1) absence in a MONTH	**UNEXCUSED**	**INFORM** parent/guardian in writing via ParentSquare Message.	RCW 28A.225.020 and Administrative Policy Codes 3122 & 3122P	Attendance Secretary
THREE (3) absences in a MONTH	**UNEXCUSED**	**ATTENDANCE LETTER** posted to Famiy Access, **AND** **SCHEDULE** a parent/guardian **CONFERENCE** with **TEACHER** and **COUNSELOR** to identify barriers to the student's regular attendance and the supports and resources that may be made available to the family and the steps to be taken to support the student to attend school.	RCW 28A.225.020 and Administrative Policy Codes 3122 & 3122P, Attendance Letter	Attendance Secretary, Teacher, & Counselor
FIVE (5) absences in a MONTH	**UNEXCUSED**	**SCHEDULE** parnent/guardian **CONFERENCE** with **TEACHER, ADMIN,** and **COUNSELOR** to establish an **ATTENDANCE SUCCESS PLAN** to eliminate or reduce student's absences. *****	Administrative Policy Code 3122P, Attendance Contract	Teacher, Admin & Counselor
SEVEN (7) absences in a MONTH	**UNEXCUSED**	**TEACHER, ADMIN,** and **COUNSELOR** to **REVIEW** agreed upon **ATTENDANCE SUCCESS PLAN** to make sure steps are being followed, **AND** **REFER** student to district attendance specialist who may refer student to a community truancy board(CEB), **OR** **FILE** Truancy Petition. *****	RCW 28A.225.030 and Administrative Policy Code 3122P	Teacher, Admin & Counselor
FIVE (5) absences in a SCHOOL YEAR	**UNEXCUSED**	**SCHEDULE** a parent/guardian **CONFERENCE** with **TEACHER** and **COUNSELOR** to identify barriers to the student's regular attendance and the supports and resources that may be made available to the family and the steps to be taken to support the student to attend school. *****	RCW 28A.225.020	Teacher & Counselor
SEVEN (7) absences in a SCHOOL YEAR.	**UNEXCUSED**	**ATTENDANCE LETTER** posted to Family Acces, **AND** **SCHEDULE** parnent/guardian **CONFERENCE** with **TEACHER, ADMIN,** and **COUNSELOR** to establish a **ATTENDANCE SUCCESS PLAN** to eliminate or reduce student's absences. *****	RCW 28A.225.020	Attendance Secretary, Teacher, Admin & Counselor
FIFTEEN (15) absences in a SCHOOL YEAR	**UNEXCUSED**	**ATTENDANCE LETTER** posted to Family Access, **FILE** Truancy Petition (Required by Law), **AND** **REFER** the parent and child to a community engagement board (CEB) or other coordinated means of intervention if referral did not take place before the petition. CEB meeting must take place within twenty days of the referral. The CEB must meet with the child, a parent, and school district representative and enter into an agreement.	RCW 28A.225.023, RCW 28A.225.035and Administrative Policy Code 3122P, Attendance Letter	Attendance Secretary & Admin
FIVE (5) absences in a MONTH **or** SEVEN (7) absences in a SCHOOL YEAR	**EXCUSED**	**SEND** an **EXCUSED ABSENCE LETTER** to Parent/Guardian of student to notify family of attendance policies, **AND** **SCHEDULE** a parent/guardian **CONFERENCE** with **TEACHER** and **COUNSELOR** to identify barriers to attendance and supports/resources available to assist the family. (unless prior notice of absences or doctor's note was provided and/or an academic plan is put in place) *	RCW 28A.225.101, RCW 28A.225.018 and Administrative Policy Code 3122P	Attendance Secretary, Teacher, & Counselor
TEN (10) absences in a SCHOOL YEAR	**EXCUSED**	**SCHEDULE** parents/guardian **CONFERENCE** with **TEACHER, ADMIN,** and **COUNSELOR** to identify barriers to attendance and supports/resources available to assist the family. ***** *(unless prior notice of absences or doctor's note was provided and/or an academic plan is put in place)* **CREATE** an **ATTENDANCE SUCCESS PLAN** if needed, **AND** **SEND** Truancy Petiton (Optional)	RCW 28A.225.018 and Administrative Policy Code 3122P	Teacher, Admin & Counselor

***CONVENE** the **IEP** or **504** team if the student has an IEP or 504 plan to consider the reasons for the absences and adjust the IEP or 504 plan as necessary. This is required and is in addition to the requirement to have a parent conference after 3 unexcused absences.

For students reasonably believed to have a **DISABILITY** that **DO NOT** have an **IEP** or **504**, the following steps must occur:

- Student should be **REFERRED** to the district's existing Child Find process (WAC 392-172A-02040)
- Parents/guardians need to be informed of the right to request an evaluation at no cost to them and, if the parents/guardians consent to an evaulation, time should be allowed for the evaluation to be completed (WAC 392-172A-03005)
- If the student is found to be eligible for services/accomodations, a **plan must be developed** to address the identified needs.