

Plan: Absences 20+ Consecutive Days

School: _____ Date: _____

Student's Name: _____ Absence Dates: _____

Student has an IEP: ☐ Yes ☐ No If yes, Case Manager: _____

For students to be absent beyond 20 consecutive days and counted in enrollment the following conditions must be met:

- 1) The student has attended at least one day of school in the current year AND the absence will end no longer than two months. The plan cannot extend into a new semester at the secondary level.
- 2) The excused absences will not have a serious adverse effect upon the student's educational progress.
- 3) The student continues to reside in the School District.
- 4) The student isn't enrolled in another district, private or online school or participating in a Home-Based or Home Hospital program.

Examples for use: Excused absences such as extended family trips, illnesses not covered under Home Hospital, school exclusion for vaccinations, parent-choice school exclusions.

Parents' plan for ensuring the student's temporary absences will not cause a serious adverse effect on their educational progress (including Special Education, if eligible)	
☐ Stay engaged with Google classroom by checking each school day ☐ Complete work provided directly by teachers ☐ Check Skyward for missing assignments ☐ Other - write in below	

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Administrator Name: _____

Administrator Signature: _____ Date: _____

WAC 392-121-108: A student cannot be counted if they have "missed twenty consecutive school days prior to the count day unless there is a written agreement between a school official and the student's parent that outlines how a student's temporary absences will not cause a serious adverse effect on their educational progress. When this agreement is in place prior or immediately after the student's absences begin, the student can be claimed for two monthly count dates provided the student returns to school by the end of the school year. This exception does not apply to students who are expected to physically live outside of Washington state for 20 days and do not meet the definition of student residence found in [WAC 392-137-115](#). Also, this exception does not apply to students who have not participated in-person at least once for the new school year."

For Registrar/Office Staff Use Only

First date of absence: _____ 20th date of absence: _____

Estimated date to return: _____ Actual return date: _____

If student has an IEP, scan a copy of this form to Sherry Moore in Student Special Services. Keep this form on file with monthly enrollment documents for required retention period.