# Wilder Elementary Attendance Policy & Procedures

***Attendance***

Attendance Matters. Every Student. Every Day. Attendance is a critical building block for student learning. If students are not present, they cannot engage in learning.

- The Office of Superintendent of Public Instruction notes, "Students that miss just 2 days a month for any reason, are more likely to not read at grade level, and more likely not to graduate."
- Did you know? When learning foundational reading skills, the typical student required 4-14 repetitions, with some needing 14-40. Missing school interrupts this.
- Completing missed assignments without instruction and interaction does not duplicate learning.
- Quizzes, tests, projects, group activities, partner tasks, and more cannot often be made up.
- Student report cards note absences & tardies and can include missing scores noted because of absences and/or missed classes.

*Please consult the district calendar to plan vacation during scheduled school breaks. District Calendar

***Tardies***

Being late interrupts learning for all students. It is impactful to the student who is late and to the learning in the classroom. To ensure your student is on campus and ready for the day, they should be here at Wilder no later than 8:35am.

**Parents/Guardians – please model responsibility and timeliness as an important life skill for students to practice at this age.*

***Excused and Unexcused Absences***

Each day, student absences and tardiness will be recorded for each class period. Students may be excused from attendance subject to approval by the student's parent and the school principal or designee based on valid excuse criteria outlined in regulation 3122P. If a student is chronically absent, the school principal shall have reason to consider that further absences may have an adverse impact on the student's educational progress and therefore that further absences shall not be considered excused until a conference is held to develop a plan to support the student and that the student is in compliance with such a plan.

***How to excuse your student from school***

If your child is going to be absent **or** late to school, please notify the school using **one** of the following ways and include the student's name and reason for their absence.

1. Email the attendance secretary at WilderESAttend@LWSD.org **and** your student's teacher.
2. Call the attendance line and leave a detailed message at (425) 936-2741.

*Due to the volume of calls and emails each day, the attendance office does not return phone calls or send confirmation emails. There is no need for you to call the main office to confirm.*

***How to request an early departure from school***

If you are planning to pick your child up early from school, please notify the school using one of the following ways and include the student's name, date & time of pick-up, and if they will be returning to school.

1. Email the attendance secretary at WilderESAttend@LWSD.org and your student's teacher.
2. Call the attendance line and leave a detailed message at (425) 936-2741.

***If you are struggling to get your child to school for any reason, we are here to support you and work with you towards possible solutions. Please do not hesitate to contact us to schedule an appointment to discuss your child's attendance.*

***Parent Square Attendance Notification***

If a family has not notified the school of a student's absence or late arrival by 9:50am, an attendance notification will go out to the family. Daily notifications go out after 10am. If you receive a notification, please reply with a response and the attendance secretary will update your students' attendance.

***If your student has a planned absence of 3 or more days***

If a family has prior knowledge that their student will be absent, they may seek the absences to be excused. The school administrator will review requests and determine if the absences meet the specific criteria outlined in 3122P. For absences longer than 3 school days, families may be asked to meet with an administrator to create a shared understanding of the reason for the absence and academic impacts. By submitting a request, families acknowledge missed instructional time and that teachers are not required to provide work in advance. After returning, students are responsible for working with teachers to understand missed content and demonstrate progress within their courses. Please fill out the Extended Absence Form and drop it off to the front office **or** email it to WilderESAttend@LWSD.org. Forms need to be submitted *1 week prior* to the student's planned absence. After 10 planned absences, all others will be marked unexcused unless approved by the principal.

***School Attendance Required by State Law***

- State law requires children from age 8 to 17 to attend school.
- Children that are 6 or 7 years old, who are enrolled in school, must also attend school.
- Youth who are 16 or older may be excused from attending school if they meet certain requirements.

If your child is going to be absent, please contact your school's attendance office.

*****The complete truancy statute RCW 28.225.010 can be found here.

***School's Duties Upon A Student's Absences***

- If your child has three **unexcused** absences in **one month**, state law (RCW 28A.225.02) requires the school to schedule a **conference** with you and your child.
- In elementary school after **five excused** absences in **any month**, or **ten** or **more excused** absences in **the school year**, the school district is required to contact the family to schedule a **conference**. A conference is not required if your child has provided a doctor's note or pre-arranged absence in writing, and plans are in place, so your child does not fall behind academically.
- **Attendance Letters** will be posted in Family Access for students that meet the following thresholds for *unexcused absences*: 3 in 30 calendar days (run twice a month) and 7 & 15 in a school year (run twice a month).
- If your child has **seven unexcused** absences in **any month** or **fifteen unexcused** absences within the **school year**, the school is required to **file** a **truancy petition** with the Juvenile court, alleging a violation of RCW 28A.225.10, the mandatory attendance laws. You and your child may need to appear in Juvenile Court.

*****Wilder's Attendance & Truancy Requirements can be found here.

***Did You Know?***

- Attending school on time, all day, every day will give your child the best chance of graduating from high school.
- Starting in kindergarten, missing on average just 2 days a month, whether excused or unexcused, makes it more likely that your child will not meet academic standards in math and reading by third grade.
- By 6th grade, absenteeism is one of the three signs that a student may drop out of high school.
- By 9th grade, regular attendance is a better predictor of high school graduation rates than 8th grade test scores.

***What You Can Do***

- Do not let your child stay home unless they are truly sick, such as fever, vomiting, diarrhea, or a contagious rash.
- Avoid appointments and travel when school is in session.
- Keep track of your child's attendance. Missing more than 9 days, excused or unexcused, could put your child at risk of falling behind.
- Set a regular bedtime and morning routine as well as finishing homework and packing backpacks the night before.
- Have a back-up plan in place with family members, neighbors, or other parents to get your child to school in case something comes up. **Helpful information about school attendance can be found at:* www.attendanceworks.org

Portions of this letter are attributable to Attendance Works http://www.attendanceworks.org/& the Washington State Legislature http://leg.wa.gov

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