

# Woodinville High School

"One Falcon, One Family"



## Prearranged Absence Contract

Student: \_\_\_\_\_ Student #: \_\_\_\_\_ Grade: 9 10 11 12 Date: \_\_\_\_\_

### I. TO THE PARENTS/GUARDIANS:

An absence from school, even though the work is made up, is not advisable unless absolutely necessary and may result in a **lowered grade or loss of credit**.

- Instruction may not be repeated and could adversely affect the final grade.
- A teacher's approval does not eliminate the need to complete missed course work.
- A teacher's approval does not eliminate the need to complete the attendance validation packet if the total excused and/or unexcused absences exceed ten (see reverse side).

The parents/guardians of the above-named student request that he/she be excused from school

from \_\_\_\_\_ through \_\_\_\_\_ for the following reason:  
(Date) (Date)

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### II. TO THE TEACHERS:

Please state whether the above student is doing good, average, or poor work and what the effect of the absence might be upon the student's grade. In addition, note if it would be possible for the student to make up, in advance, the work which he or she will miss. This form, with your comments, will be sent home for the parents' information before the excuse is granted.

Period	Course	# Days Absent This Term	Teacher Comments & Signature
0			
1			
2			
3			
4			
5			
6			
7			

**III. Parent Authorization:** Above are the comments of the teachers regarding the effect of the absence upon the work in my student's classes. After considering this information, I request that Woodinville High School grant the request for an excused absence.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IV. Return this completed signed form to the WHS Attendance Office.**

## **WHS ATTENDANCE APPEALS**

**(SEE THE WHS STUDENT HANDBOOK FOR THE COMPLETE WHS ATTENDANCE POLICY)**

### **THE ATTENDANCE VALIDATION PROCESS**

- A. Daily attendance and active participation in each class are critical to the learning process. Regular and prompt attendance will help students learn responsibility and increase their potential for future success.
- B. If a student reaches ten (10) excused and/or unverified/unexcused instructional hours of absences in any one class during a semester, he or she will receive a Notification for Attendance Validation and have the right to justify their attendance while remaining in class to allow for continued learning. (1 regular period equals 1 class hour of instructional time; 1 block period equals 2 class hours of instructional time).
- C. If a student needs to go through this process, he/she must submit a completed Notification for Attendance Validation, along with supporting evidence that includes any and all documentation that could help the committee understand his/her extenuating circumstances (e.g., doctor's note(s), legal note(s), etc.) to substantiate the absences, for review.
- D. Upon review of your application, you will be contacted by Assistant Principal Richardson, Assistant Principal Conrad, or Assistant Principal Wallace if consequences need to be assigned and you will be notified prior to the end of the semester.

### **WHAT IS THE IMPORTANCE OF THE ATTENDANCE VALIDATION PROCESS?**

- Daily attendance and active participation in each class are critical to the learning process. Regular and prompt attendance will help students learn responsibility and increase their potential for future success.
- A. Northshore School District Policy 3200 states that all students shall be in attendance and remain on school grounds from the time of arrival and attend regularly scheduled classes, unless officially excused. Absences due to illnesses or a health condition, the need to seek medical, dental, or other health care, family emergencies, and/or religious observances, shall be excused in accordance with school attendance procedures. The parent or guardian in accordance with the school attendance procedures shall verify excused absences.
  - 1. Absences whether excused or unexcused may cause a student to lose credit.
  - 2. Excused absences such as field trips shall not be permitted if deemed to cause an adverse effect upon the student's educational process.