**Woodinville High School**

**Unexcused Absence Verification**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above student has an unexcused absence on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in period: 1 2 3 4 5 6 8

 (date) (please circle)

The WHS attendance policy states that absences must be excused within 48 hours (please refer to the WHS Student Handbook). A parent/guardian signed note must be brought to the Attendance Office or a parent/guardian must contact the attendance office to excuse the absence ASAP.

* Three or more unexcused absences in any one class period results in loss of credit without the opportunity to appeal.
* Unexcused absences may also result in progressive discipline.

***If a student was marked absent or late in error, the student must discuss the absence or late with his or her teacher. If the teacher agrees it is an error, request that he or she agrees by signing below. The student must then return this form to the Attendance Office.***

Thank you,

Kim Kocik

Attendance Secretary

(425) 408-7410

whsattendance@nsd.org

*Unexcused Absence Verification Form Sept. 2017 KK*

For teacher use only:

The above absence is:

\_\_\_\_\_ Late \_\_\_\_\_ School Related \_\_\_\_\_ Clear

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher’s Signature



**Woodinville High School**

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Teacher’s Signature