

ATTENDANCE OFFICE

YOU HAVE THREE (3) DAYS TO EXCUSE AN ABSENCE.

1. Bring a note to the school
2. E-mail to shs.attendance@vansd.org

Notes MUST state reason and date(s) for absence, or they will be invalid

★ REASON FOR ABSENCES

Health Care Appointments

*Prearranged absences

*If you know your student is going to miss school for a trip or medical reason, an absence may be prearranged by a parent. If a student is going to miss the last days of the school year, a "Petition for Early Release from School" must be completed prior to approval of the absence.

Emergencies

Family Activities

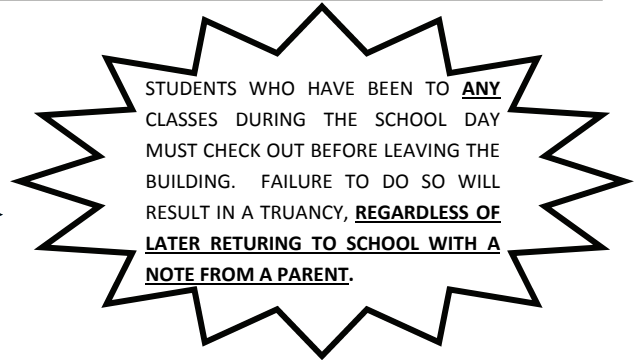
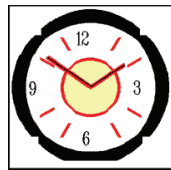
**Illness

**If a student is ill for six (6) or more consecutive days, a note from a doctor is required to have the absences excused unless the principal, for good cause, waives the requirement.



★ UNEXCUSED ABSENCES (Truancy)

1. Later than 15 minutes to class
2. Leaving without checking out
3. Oversleeping
4. Car Problems/Transportation



STUDENTS WHO HAVE BEEN TO **ANY** CLASSES DURING THE SCHOOL DAY MUST CHECK OUT BEFORE LEAVING THE BUILDING. FAILURE TO DO SO WILL RESULT IN A TRUANCY, **REGARDLESS OF LATER RETURNING TO SCHOOL WITH A NOTE FROM A PARENT.**

Sign-up for you parent access in the Front Office.....it's a great way to make sure your students have cleared their absences.....

ATTENDANCE CODES:

- W—Teacher has entered absence
- U—Attendance/Wing Clerk has entered absence
- L—Teacher has entered tardy
- T—Attendance/Wing Clerk has entered tardy
- A—Parent excused absence with note
- E—Prearranged excused absence with note (prior to day of absence)
- S—School excused absence
- I—In School Suspension
- O—Absence due to discipline

THE CALLING SYSTEM CALLS HOME EACH NIGHT TO REPORT ON ABSENCES FROM CLASSES. PLEASE REMEMBER THAT THE SYSTEM DOES NOT KNOW IF THE ABSENCE IS EXCUSED OR NOT...IT IS JUST REPORTING THAT THERE WAS AN ABSENCE. IF YOUR STUDENT HAS LEFT SCHOOL WITH AN ADMIT THE MACHINE WILL STILL CALL YOUR HOME. IF YOU BELIEVE THERE IS A MISTAKE, CHECK YOUR STUDENT ACCESS TO MAKE SURE THE ABSENCE HAS BEEN EXCUSED. (there should be an A, E, or S for an excused absence)

STUDENT ATHLETES MUST be in attendance for 3 periods of school to participate in their sports practice and/or game. (excused absences do not apply to this rule)



Unexcused absences can lead to court appearance by student and parent(s)

★ Please refer to WAC 392-400-325 for Statewide definition of excused and unexcused daily absences.