

International School - Attendance Procedures

Absences · Early Dismissal · Late Arrival · Attendance Corrections

All Absences, late arrivals, or early dismissals must be reported

Absences, appointments, late arrivals and early dismissals must be reported by a parent or guardian to the attendance office. Please email isattendance@bsd405.org (preferred method). You can also call 425-456-6545 and leave a voicemail message.

- Include student first and last name, date(s) of absence and reason for absence.
- If excusing a late arrival or early dismissal, include arrival or departure time.
- Excusals must be received no later than 2 school days after the date of absence.

For absences to be excused they must be reported by a parent or guardian.

- A doctor note is required for absences that are longer than 5 consecutive days
- Excusals must be received no later than 2 school days after the date of absence.

Reasons for missing class must meet the guidelines in **procedure 3122P**. The following absences will be EXCUSED or UNEXCUSED:

Excused	Unexcused
<ul style="list-style-type: none">• Illness – Physical or Mental Health• Principal Approved Absences• Medical, Dental, or Legal Appointment• Family Emergency• Religious or Cultural Holidays	<ul style="list-style-type: none">• Oversleeping, staying home to study for another test/class• Extracurricular activities, non-BSD assessments• Pre-arranged absence (over 5 days)• Spending class time in school areas such as the library, commons, or hallways without teacher approval• Leaving campus without approval• Traffic, car problems, dropping-off siblings, driving tests/classes• Job interviews/work meeting/work

Principal Approved Absences:

For parent-approved activities that are known in advance (i.e., vacation, extracurricular activities, college visits, etc.) a student must:

- Pick up a pre-arranged absence form from the attendance office or print it out from the “report an absence” page on the International School website.
- Complete the form, including signatures from parent/guardian and teachers.
- Return the form to the attendance office a minimum of 5 days prior to the intended absence(s).

Up to 5 days of Principal Approved Absences will be excused per student in a school year. Any additional pre-arranged absence requests will result in unexcused absences.

Early Dismissal:

- If a student needs to leave during the school day, a parent or guardian must email to isattendance@bsd405.org or call the attendance office (425-456-6545) to leave a voice message before 9am the day of the absence.
- Emergency pickup is always allowed. A dismissal slip will be delivered to the student authorizing the student's early dismissal. The student must **sign out** at the attendance office before leaving school, including during passing periods.
- If a student becomes ill while at school, the student reports to the health room and waits for staff to receive parent approval/arrival for early dismissal.
- Parents are discouraged from walking into school for an immediate pick-up unless it is an emergency. Students will not be released for an immediate pick-up during the last 15 minutes of the school day.

Late Arrival:

Students need to sign in at the attendance office and get a tardy slip if they are arriving after 8:15 am before heading to classrooms.

Absence Corrections

To correct an attendance error for a single class period, students should email their teacher(s) within 5 days of the marked absence. If a correction is authorized the teacher will email the attendance specialist to correct.

To correct an unexcused absence for an entire day a parent/guardian should email the attendance office within 2 days of the absences stating the excused reason for the absence.

Email Notifications

You can subscribe to receive an email when your student is marked absent in a class. Go to **www.BSD405.org**, Grades, ParentVue, I am a parent, My Account, answer questions under Auto Notify section, Click Submit.

Attendance Letters

In compliance with state law and BSD policy, attendance letters are sent to families once certain absence thresholds are achieved:

- After three unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your child to discuss the reasons for the absences and measures to avoid future absences.
- After 5 absences of any type within a month, a conference will be requested to discuss measures to improve student attendance. A conference is not required if your child has provided a doctor's note or pre-arranged the absence in writing.
- After ten absences of any sort within a school year, a conference will be requested to assess impediments to the student's regular attendance. Measures to improve attendance must be taken and documented.
- After seven unexcused absences in any month or fifteen unexcused absences within the school year, we are required to file a Petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. You and your child may need to appear in Juvenile Court.