

## Mead Attendance Policy, 2016-17

Dear Mead Parents,

Regular and timely attendance is crucial for students to be successful at school. As a result, our school frequently monitors attendance to ensure that students do not miss valuable instruction time.

Our process for monitoring attendance will be changing this year due to updates made by Washington State with regard to student attendance. I want to share those updates with you so that you are aware of our new processes.

Previously, we conducted quarterly attendance checks with letters being sent out to families when students reached a combined 10% tardy/absence rate. The new process calls for daily monitoring of attendance, with attendance letters being mailed to families when a specific number of absences are reached.

The process will be as follows:

- Attendance letters will be sent to students who have 5 excused absences in a 30-day period
- Attendance letters will be sent to students who have 10 excused absences in a school year
- Attendance letters will be sent to students who have 2 unexcused absences in a 30-day period

Families will be contacted to schedule a conference once students have reached five excused absences in a 30-day period, ten or more absences in a school year, or two unexcused absences in a 30-day period.

A conference **is not** required if you have provided a doctor's note for your student's illness or have pre-arranged the absence in writing, such as an email to your child's teacher regarding a medical appointment or medical procedure. Pre-arranged absences must include a plan to support your child so they do not fall behind academically (ex: reading nightly, writing a journal, etc.). Per school policy, teachers will not provide homework or other materials in advance for absences.

Excused absences that are pre-arranged with notification or supported by a doctor's note will not count towards the attendance letter count. However, if we determine a student has chronic attendance issues, we will schedule a meeting to put a plan in place to improve attendance. Chronic attendance issues are defined as being absent 10% of school days. We will also continue to monitor student tardies using the 10% threshold.

We appreciate your support in the area of attendance and your understanding as we navigate through the new attendance process this year. If you have any questions regarding this policy please contact either Sandy Klein, Principal, or Kari Weed, Associate Principal at (425) 936-2630.

Sincerely,

***Sandy Klein***

Principal  
Margaret Mead Elementary