



# Attendance Policies and Procedures Letter

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

**Mukilteo School District** is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Consistent attendance will help children do well in high school, college, and at work.

**Did you know?**

- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with schoolwork, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

It is important to understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program.

We, the school, are required to take daily attendance and notify you when your student has an unexcused absence.

If your student has three unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. In addition, in the event that a child in elementary school has five or more excused absences in a single month or ten or more excused absences in the current school year, state law (RCW 28A.225.018) requires we schedule a conference with the parent and child to identify the barriers to the child's regular attendance, and the supports and resources that may be made available to the family so that the child is able to regularly attend school. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

If your student has seven unexcused absences in any month or ten 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.

There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

We miss your student when he/she is absent and value your child's contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school.

**Please sign and return to your school.**

Your signature below indicates that you have read and understand the attendance policies and procedures in the Mukilteo School District.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date