

Attendance Information---Keep by your Phone

The school determines if absences are excused or unexcused based on information received from the parent or guardian. (See the Handbook in your child's agenda for more information.)

Student will be absent today (or arriving after 9:30 a.m.) for any reason except a "Planned Absence":

- Parent/Guardian must call the Attendance Line (before 9:30 AM if possible) at **425-936-2321** (Voicemail is on 24 hours a day) and leave the information listed below. (No e-mail please.)
- Calls and notes may be made in Spanish or English. For other languages please have your student come to the Main Office to make an arrangement that will work for your situation. Please include the following:
 - Student's first and last name. (Spell the last name slowly or print the name clearly).
 - Your name and relationship to the student or, if sending a note, include your signature.
 - The reason for the absence. (Please be specific.)
- If circumstances prevent a parent/guardian from calling on or before the day of the absence, a note signed by a parent/guardian should be sent with the student on his or her first day back.
- Notification, either by note, phone call or in person by a parent/guardian must be received **within two school days** of the student's return or the absence may remain unexcused.

Planned full day absences that can not be scheduled outside the school day or during school breaks:

- To assist us in accounting for student attendance a "Planned Absence" form must be on file with the school prior the absence. (Preferably 5 days in advance of the absence.) Forms may be obtained in the Main Office or at the Website at <http://www.lwsd.org/school/ejh/For-Parents/attendance/>.
- Exceptions to this requirement may be made by an administrator.

Late arrival to school:

- Send a note signed by a parent/guardian with the student's first and last name and the reason for the late arrival. (No e-mail please.) If your student will arrive after 9:30 AM please also call the Attendance Line at **425-936-2321** before 9:30 AM and leave the information listed under "Student will be absent today". Notes/calls may be made in Spanish or English.
- If you are unable to send a note, please call the school directly at 425-936-2320 to report the late arrival.

Early dismissal for a portion of or remainder of the day:

- If your student will be leaving school during the school day, he/she should bring a note signed by the parent/guardian (with name, time, and reason for the dismissal) to the Main Office before school and put it in the early dismissal basket on the counter. Directions regarding how the student signs out are on the early dismissal basket. (The student picks up a pass, comes to the office when it is time to leave, signs out and then signs back in if he/she returns). Notes may be in Spanish or English.
- In the event of a last minute appointment or a forgotten note, call 425-936-2320 and advise the secretary of the need for an early dismissal.
- Students may sign themselves out and wait outside unless the note indicates that the student is to wait in the office or that a specific person(s) will be picking the student up. In the latter case, the student will only be released to the person(s) indicated.

Tracking your child's attendance: You can check your child's attendance record through Parent Access.