

# Attendance & Truancy Action Requirements Elementary

When	Action / Response
<b>Beginning of school year</b>	<a href="#">Information letter</a> to all students and parents of students that includes the benefits of regular school attendance; the potential effects of excessive absenteeism, whether excused or unexcused, on academic achievement, and graduation and dropout rates; the school's expectations of the parents and guardians to ensure regular school attendance by the child; the resources available to assist the child and the parents and guardians; the role and responsibilities of the school; and the consequences of truancy, including the compulsory education requirements under this chapter in the language in which the parents are fluent. (See <a href="#">RCW 28A.225.005</a> )
<b>After 5 excused absences within any month or 10 excused absences within the school year</b>	<b>Schedule conference</b> with the parent and child for the purpose of identifying barriers to attendance and supports/resources available to assist the family. If the student has an IEP or 504 Plan, the ISEP or 504 team must convene. A conference or IEP/504 team meeting is not required <b>if prior notice has been given or a doctor's note has been provided and an academic plan has been put in place.</b>
<b>After 1 unexcused absence within any month</b>	<b>Inform</b> the student's parent/guardian by a notice <b>in writing or by telephone</b> , in the language the parent is fluent in, whenever the student has failed to attend school after one unexcused absence within any month. (See <a href="#">RCW 28A.225.020</a> )
<b>After 3 unexcused absences within any month</b>	<b>Schedule conference</b> with parent/guardian and student for the purpose of <b>identifying barriers</b> to the student's regular attendance, and the <b>supports and resources</b> that may be made available to the family, and the <b>steps to be taken</b> so that the student is able to eliminate or reduce his/her absenteeism; (See <a href="#">RCW 28A.225.020</a> )
<b>Between 2 and 5 unexcused absences in a school year</b>	<b>Take data-informed steps</b> to eliminate or reduce student's absences. (For additional details & requirements, see <a href="#">RCW 28A.225.020 (1)(c)(iv)</a> ) If the student has an IEP or a 504 Plan, <b>the IEP or 504 team must convene</b> (in addition to the requirement to have a parent conference after 3 unexcused absences) to consider the reasons for the absences and adjust the IEP or 504 plan as necessary.
<b>Not later than 5 unexcused absences in a month</b>	<b>District shall:</b> <ul style="list-style-type: none"> <li>• <b>Enter into an agreement</b> w/student and parent establishing attendance requirements, <b>OR</b></li> <li>• Refer student to <b>CTB</b> (Community Truancy Board), <b>OR</b></li> <li>• <b>File</b> and stay petition under subsection (1) of RCW 28A.225.030</li> </ul> (See <a href="#">RCW 28A.225.030</a> )
<b>Not later than seven (7) unexcused absences in a month, or ten (10) unexcused absences in a year</b>	<b>File truancy petition and stay paperwork</b> with Office of Juvenile Court. Continue to take steps with student and/or family, which may include revisiting agreements/attendance contracts. (See <a href="#">RCW 28A.225.030</a> )