

School Logo

(Parent/Guardian Name)
(Address)

(Date)

Dear Parent/Guardian of (Student Name),

As a school district, we strongly believe in working together with families to ensure regular attendance and a positive school experience for all students. We genuinely miss your student when they are absent and are committed to creating a welcoming and inclusive environment that fosters learning and connection. It has come to our attention that your student has accumulated 3 unexcused absences, and we would like to explore ways to provide support.

We firmly believe students and families are our best partners to understand the barriers to attendance and how to increase engagement. Therefore, we kindly request your presence at the scheduled conference on: (_____) at (_____) am/pm. **We believe this conference will be an excellent opportunity for us to work together and determine the best ways to support you and your student. If you are unable to attend at the designated time, please contact (_____) to reschedule.** Virtual options are also available if attending in person is not feasible.

During our time together we will discuss:

- Identifying any hardships that may be preventing regular attendance.
- Exploring the various supports that our school or community can offer.
- Establishing effective lines of communication with teachers and school staff.
- Emphasizing the significance of active participation in the learning process.
- Creating positive routines that promote regular attendance.

To ensure clarity regarding our school policies and procedures, as well as Washington State Law pertaining to attendance, we encourage you to review the information provided on the back of this page, which outlines relevant RCWs and/or our Student Handbook located on our website: (school/district website)

We have attached a copy of your students' attendance record to date. We understand that errors may have occurred. If you believe there are errors, please let us know. Please be aware that staff/parents are unable to excuse absences in our system after 5 school days without the principal's permission or a doctor's note. For your convenience, your student's attendance is:

(_____)unexcused/(_____)excused = (_____)% of the school year.

Should you have any questions or concerns, please do not hesitate to reach out to us. We appreciate your time and eagerly anticipate the opportunity to meet with you.

Sincerely,

(Principal Name)
(Principal Signature)

Why is attendance important? Research shows:

- 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.
- Missing 10 percent (just two days a month or about 18 days in a year) increases the chance that your student will not read or master math at the same level as their peers.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

[RCW 28A.225.010](#)

The state law for mandatory attendance, called the Becca Bill, requires children from age 8-17 to attend a public school, private school, or a district approved home school program. Children who are under 7 years old are not required to be enrolled in school, *however*, once a child is enrolled after the age of 5, the student must attend full-time. To learn more, visit: (school website or OSPI)

Why are we notifying you? This summary is not intended to capture the full details of the law; please refer to the RCWs for the full extent of the requirements.

- After **3 unexcused absences in a 30-day period** - Our school needs to schedule conference with parent/guardian and student for the purpose of identifying barriers to the student's regular attendance and the supports and resources that may be made available to the family and the steps to be taken to support the student to attend. RCW 28A.225.020
- Between **2 and 7 unexcused cumulative absences in a school year**- Our school needs to take data-informed steps to eliminate or reduce student absences. RCW 28A.225.020
- Not later than the **7th unexcused absence in a month**- Our school shall do one of the following:
 - Enter into an agreement with the student and parent establishing attendance requirements, OR
 - Refer student to a Community Engagement Board (CEB), OR
 - File petition under subsection (1) of RCW 28A.225.030
- After **7 unexcused absences in a 30-day period and not later than 15 cumulative in a school year** - File truancy petition with Juvenile Court. RCW 28A.225.035