

Wellpinit Elementary School - Attendance Rubric

Daily, on-time attendance is critical to a child's success in school

Students must be signed out anytime they leave the school grounds

Tardies - If students are more than 15 minutes late, they will be marked absent for 1 period

Unexcused tardies - phone call home

When absent for 6 periods, it is equal to one day absent

Absences - Office will track attendance

Phone calls daily to absent student's parent/guardian

Letter sent home in mail to get clearance for absence

Unexcused absences must be cleared within 3 days or it becomes a truancy

Referral to Community Truancy Board (if no show, notification to HHS and TANF)

Becca Bill filed as appropriate

	1st Unexcused Absence	2nd Unexcused Absence	3rd Unexcused Absence
Absences	1. Phone call home	1. Phone call home	1. Phone call home.
	2. If not excused within 3 days, notification by letter as required by RCW	2. Parent conference with liaison as required by RCW	2. Referral to Community Truancy Board as required by RCW
			3. Check to see if following plan

Five or more excused absences in a month or 10 excused absences in a school year may be referred to attendance team and/or truancy board

Approval of culture days (maximum 5) must be pre-arranged with classroom teacher and office

Updated September, 2018

