

# Attendance & Truancy Action Requirements

## Elementary Students

When	Action / Response
<b>Beginning of school year</b>	<b>Information letter</b> 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 (30-day period) or 10 excused cumulative absences in a school year</b>	<b>Schedule conference</b> with the parent of an <u>elementary student</u> and the 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 IEP 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> This step of holding a conference for excused absences is only required for elementary school students. (See <a href="#">RCW 28A.225.018</a> )
<b>After 1 unexcused absence within any month (30-day period)</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 (30-day period)</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 cumulative 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> ) <b>Convene the IEP or 504 team</b> , if the student has an IEP or a 504 Plan to consider the reasons for the absences and adjust the IEP or 504 plan as necessary. This is required and is in addition to the requirement to have a parent conference after 3 unexcused absences. (See <a href="#">RCW 28A.225.020 (1)(c)(ii)</a> )
<b>Not later than 5 unexcused absences in a month (30-day period)</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 (30-day period), or ten (10) unexcused cumulative absences in a school year</b>	<b>File truancy petition</b> with Office of Juvenile Court. <b>Court must stay the petition.</b> <b>Refer parent and child to a community truancy board (CTB)</b> or other coordinated means of intervention. <b>CTB must take place within twenty days of the referral.</b> The community truancy board must meet with the child, a parent and school district representative and enter into an agreement. (For additional requirements and details, see <a href="#">RCW 28A.225.035</a> )