

## **How to Report Your Child's Absence When They Miss School**

### **To Contact the School in Writing**

Parents/guardians may contact the school in writing to provide an explanation for a student absence. Such parent/guardian written contact is preferred by email but can be in the form of a hand-written note. Please include the following information:

- • Student ID number and student name
- • Date(s) of the absence
- • Reason for the absence
- • Parent/guardian name
- • Parent/guardian signature (for hand-written notes)
- • Parent/guardian phone number

### **To Contact the School by Phone**

Parents/guardians may contact the school by phone to provide an explanation for a student absence. Such parent/guardian contact will be recorded in writing by school office staff to excuse the absence. Parents/guardians needing language assistance to provide a written note may use the district's Communication Line for Non-English-Speaking Families by calling 425-385-4011.

**Please contact the school as soon as possible. However, you may report your child's absence(s) within 30 days.**