



## **Attendance Reporting**

Absences may be excused by email, parent note, or by phone. **E-mails** may be sent to [ehsattendance@everettsd.org](mailto:ehsattendance@everettsd.org) and must be sent from email address that we have on file. **Hand written notes** must be signed by Parent/Legal Guardian. **Phone calls** must be made from the phone number that we have on file. **All absences must be excused within 30 days.**

### **Information Needed to Excuse Absence:**

- Student name
- Student ID number
- Date(s) of absence
- Reason for absence (Please note Oversleeping & Transportation Issues cannot be excused)
- Parent/Guardian name
- Phone number where note can be verified

### **Important Attendance Numbers**

**425-385-4405    Attendance Message Line**  
**425-385-4419    Attendance Office Line**  
**425-385-4402    Fax**

## **Pre-Arranged Absence Reporting**

Pre-Arranged Absence forms should be used whenever the parent/guardian knows in advance that a student will be absent. Steps to pre-arranging an absence are as follows:

- Obtain a Pre-Arranged Absence form (available online or at the Attendance Office).
- Student will take the form to their teachers to sign and indicate to what extent their grades may be impacted by the absence.
- Have parent/guardian sign the form.
- Return the Pre-Arranged Absence form to the Attendance Office prior to the absence.

**EXCUSED ABSENCES FOR VACATION/TRAVEL ARE LIMITED TO 5 SCHOOL DAYS PER STUDENT EACH SCHOOL YEAR**

## **Early Release**

Send a note with your student to take to the Attendance Office before the school day starts student will be given an Early Dismissal slip at that time (preferred method)

OR

Call ahead to 425-385-4419 to request your student leave early

OR

Come to the Attendance Office to check your student out.

**IMPORTANT: Student and parent/guardian need to sign out at the Attendance Office before leaving school.**

## **Homework for any student out for two or more days:**

Students can email a request of homework to teachers. Homework can be emailed to student or sent to Counseling Center for pick up.