

ATTENDANCE POLICY

* **EVERETT PUBLIC SCHOOLS ATTENDANCE**
* **Required by State Legislature**

If your student is absent from school, please email the attendance office and copy the teacher. A medical note is preferred if your student has a medical appointment, and we will code the absence as a medical excuse.

Student’s attendance will be recorded as a partial day absence if the student is more than 30 minutes late to school or leaves 30 minutes early.

A Prearranged Absence form needs to be completed and returned for vacation, emergency travel etc. Fillable form is on the Mill Creek Elementary website, or a paper copy is available in the office.

[**MCEAttendance@everettsd.org**](mailto:MCEAttendance@everettsd.org)

Please include the following in the email:

* Student first and last name
* Date(s) absent
* Reason for the absence

Please make sure you are sending this from the email that is on record with the school.

**Please see the reverse side of this flyer.**

The following are some examples of valid excuses for absences and tardiness:

**Illness, health condition or medical appointment** including, but not limited to, medical, counseling, dental or optometry.

**Family emergency** including but not limited to a death or illness in the family.

**Religious or cultural purposes** including observance of a religious or cultural holiday or participation in religious or cultural instruction.

Absence directly related to the **student’s homeless status**.

**Principal (or designee) and parent/guardian mutually agreed upon approved activity**. This category of absence will be counted as excused for purposes agreed to by the principal (or designee) and the parent/guardian.

**Tardy/ Part Day Absence** - A student’s attendance will be recorded as a part day absence from school if the student is more than thirty (30) minutes late (arriving after 9:45am) or if the student leaves thirty (30) minutes or more early (leaving before 3:00pm).

**Full Day Absence -** A student’s attendance will be recorded as a full day absence when the student misses more than 50% of the instructional minutes scheduled for that school day. On a regularly scheduled school day, there are 6.5 total hours per day.

**Prearranged Absences -** the principal (or designee) may excuse up to five (5) school days for a prearranged absence per student each school year. Please fill out a Pre-Arranged Absence Form (on the Mill Creek Elementary website)

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