

Issaquah School District Attendance Procedures for Elementary Schools

State and federal requirements associated with No Child Left Behind legislation require that schools report attendance and tardies in more depth. To meet these new requirements, the Issaquah School District has developed attendance procedures that meet these standards.

These procedures require us to record excused and unexcused absences and tardies. At the elementary level, a child is excused if the absence and the reason for that absence are reported to the office. Unreported absences are recorded as an unexcused absence. **It is essential you call the school office or the IVE Check-a-Child line at 837-7200 (Press 2) by 8:30 AM to report an absence.** To avoid errors, we are asking you not communicate the absence through your child's teacher as the message isn't always received in the office, and your child could be marked as unexcused. Absences that are excused include: illness/health, religious observances, school-approved activities, family emergencies, disciplinary actions as required by law, and family trips with prior principal permission.

Note the guidelines for when a late arrival becomes an AM half-day absence and an early pick-up becomes a PM tardy. To be counted as present, the child must attend school the majority of time in the morning and/or afternoon.

Thank you in advance for your support as we implement these government requirements.

All absences will be considered “unexcused” unless a phone call is received by the office or a message is left on our check a child line explaining the absence.

- **A student is considered tardy upon arriving up to 2 hours late.**
- **An AM absence occurs after school has been in session for 2 hours.**
- **A student leaving school before 2PM will be marked as a PM absence.**
- **A student leaving school within 1 ½ hours of dismissal time will be charged with a PM tardy.**