

Franklin High School Attendance/Truancy FAQ's

Attendance Office: 206-252-6154

franklinhs.attendance@seattleschools.org

What absences/tardies/early dismissals can be excused?

Reasons as personal illness or injury, medical appointments, family emergencies, the illness, injury or death of a family member, religious holidays, or absences resulting from disciplinary actions and/or suspensions.



- *The Attendance Office requires a note from your child's doctor if your child is absent due to illness or injury for an excessive number of days (5 or more school days) before excusing those absences.*
- *If an absence is excused, students shall be permitted upon request to make up all missed assignments outside of the class under reasonable conditions and time limits established by the school and/or teacher.*

What absences/tardies/early dismissals are unexcused?

All other reasons are considered unexcused, including absences/tardies caused by the student or parent oversleeping/"late starts."



- *Frequent and consistent tardies because of traffic will not be excused.*
- *At the teacher's discretion, a student may or may not be permitted to make up missed assignments or exams missed as a result of an unexcused absence. Further, a student's unexcused absence may be disallowed their participation in extra-curricular activities.*

How are absences/tardies/early dismissals excused?

Students will need:

- a note signed by the parent or guardian confirming his or her absence/tardy/early dismissal
- an email from the parent or guardian confirming his or her absence/tardy/early dismissal
- a phone call (made to the Attendance Office phone) from the parent or guardian confirming his or her absence/tardy/early dismissal



The Attendance Office requires the reason why your child is absent in your note, email or call. A parent's request to "excuse my child's absence" without a stated reason or with a reason that does not meet the criteria for excused absences will result in the child's absence remaining unexcused.

What do I do if I receive an automated message in error, reporting my student was absent/tardy by mistake?

Please have your student come to the Attendance Office to correct a possible error. We will contact the teacher to resolve any errors made.

What is a Planned Absence Request form?

If your student will be missing more than 1 week of school (i.e. college tour, out of town...), the student needs to complete a Planned Absence Request form in the Attendance Office. This form requires a student check-in with each of his or her teachers to complete missed assignments and/or make other academic arrangements in lieu of missed work. It should be completed 1 week before the student leaves.



Families should try to plan family travel for times when schools are not in session. These Request forms are not guaranteed - the Principal has the final say on whether these absences will be excused.

What if my student will have extended absences due to a health condition?

If your student is confined to home or hospital for an extended period, the school can arrange for the accomplishment of assignments at the place of confinement whenever practical.



For additional questions regarding your student's specific medical circumstances, please reach out to his or her counselor. He or she will work with the student's teachers, school nurse and Attendance Office to make academic arrangements.

What happens if my child is tardy to class or is late arriving at school?

If the tardy is not excused, the student will check-in to Room 114 to receive a late pass to class. This pass will admit the student into his or her class, and the student will also check-in for detention.



Students will be assigned detention (40 minutes) for all unexcused tardies. Tardies to Periods 1-4 will result in Lunch Detention that day, and Tardies to Periods 5-6 will result in After-School Detention that day. Students who miss 2 detentions will be assigned an in-house suspension.

What is a "Truant Day"?

A student is considered to be truant if he/she is without a valid excuse from classes for more than half of a school day without parent/guardian authorization. The missed periods do not have to be consecutive. According to Washington State truancy laws, the District is required to file a truancy petition against a student when the student has seven truant days in a calendar month or ten cumulative truant days in a school year.



When parents/guardians fail to comply with the Compulsory Attendance law, the parents/guardians may also be subject to a truancy petition filed with Superior Court.

If you have specific questions about your student's attendance, please contact Ms. Warner, our Attendance Specialist: 206-252-6160 or mbwarner@seattleschools.org.