

Secondary Attendance Procedures

All students are expected to be regular and punctual in attendance.

The school day begins promptly at 7:45 a.m. each day. Students are expected to be seated in their [classroom, homeroom, morning start or HS class meeting at 7:45 a.m.](#) Students arriving to school at 7:45 a.m. or later are required to sign in with the Secondary Office.

Participation in Homerooms, Morning Start and High School Class Meetings is mandatory.

To help us account for each student on a daily basis, parents are requested to inform the Attendance Secretary, Mrs. Smith, *each morning* that your student will be absent, arriving late, or leaving early through one of the following options; however, written notice within 2 days of an absence is required:

- Email to secondaryattendance@seattlechristian.org
- Complete a [Secondary Attendance Report](#) on the SCS website
- Call the Secondary Office at 206.246.8241 x1200. **Written notice** within 2 days of an absence will still be necessary (see **written notice** options below).

Absences will be excused if they are school related/SCS sponsored, for illness, medical/dental needs, bereavement, emergency, or if the student has completed a [Planned Absence Form](#).

Absences are considered unexcused until verified as an excused absence via **written notice** to the Attendance Secretary from a parent/guardian **within 2 days** of an absence. Please provide **written notice** explaining the nature of the absence via one of the following options:

- Email to secondaryattendance@seattlechristian.org
- Complete a [Secondary Attendance Report](#) on the SCS website
- Provide a handwritten note with your student upon your student's return to school

Anytime you know ahead of time that your child will be absent for any part of a school day, please sign and have your child complete a [Planned Absence Form](#) and submit it to the Secondary Office by 3:00 p.m. on the day prior to the absence.

A [Planned Absence Form](#) is intended to assist parents, students, teachers and the office communicate about students' absences. It is also a means for teachers to communicate with students about the assignments they will miss and be expected to complete during their absence.

If your student needs to leave early for a doctor's appointment, it is requested that you either have your student complete a [Planned Absence Form](#), send a note with your student the morning of the appointment, or call ahead so we can have your student waiting for you when you arrive. Please do not text or call your child while he/she is in class. Please contact the office directly. Students must have permission from the office to leave the classroom. While medical/dental appointments are always recorded as an excused absence, a [Planned Absence Form](#) is still the preferred and most effective method of communication for these types of appointments.

Homework requests may be made on the **second day** of an absence **before 10:00 a.m.** for full-day absences only.

Please note the following SCS Attendance Policy:

Regular class attendance positively impacts student achievement. When students are absent from any class period, they miss valuable learning experiences and information that cannot be captured through homework alone.

A student may not receive credit for a course in which s/he has exceeded twelve absences per semester, **whether excused or unexcused**. This includes absences for medical appointments and illnesses. School-related/sponsored absences are not included.

The parent will be notified after eight absences if a student is in jeopardy of losing credit in one or more classes. If a student exceeds 12 absences, the parent may petition for credit if the parent believes there are extenuating circumstances that merit review. The parent initiates this process by writing a letter of petition and explanation of circumstances to the principal for review. Valid reasons for petition include illness and family emergencies.

For more information on attendance and tardy procedures, please refer to [Section III of the SCS Parent/Student Handbook](#).