



Sequim School District No. 323

Engage Empower Thrive

503 N Sequim Ave, Sequim, WA 98382

Telephone: (360) 582-3260, FAX: (360) 683-6303

Sequim School District Pre-Arranged Educational Plan Process

1. Parent/guardian fills out the top portion of the Sequim School District Pre-Arranged Educational Plan **at least 3 days before the absence(s)**.
2. Parent/guardian or student takes the Sequim School District Pre-Arranged Educational Plan to teacher(s). Teacher(s) will complete the assignment section and return plan to parent/guardian or student.
3. Parent/guardian or student will submit Sequim School District Pre-Arranged Educational Plan that has top portion completed and assignments added to the school attendance secretary.
4. The school attendance secretary will give the plan to administrator for review.
5. Administrator will approve or not approve absence(s) and return the plan to school attendance secretary.
6. The attendance secretary will enter the absence(s) (excused or unexcused) in Skyward, based on the administrator's decision.
7. The parent/guardian or student will be contacted to pick up the plan. If the plan was not approved, the parent/guardian or student may schedule a time to talk with the administrator.
8. The parent/guardian or student will have 5 days after returning to submit completed work and have teacher(s) initial Sequim School District Pre-Arranged Educational Plan. Once initial(s) are obtained, the parent/guardian or student will return the completed plan to the school attendance secretary.
9. It is the teacher(s) responsibility to notify the school attendance secretary if a student has not submitted assigned work within 5 days of return. If assigned work is not completed, an excused absence will be changed to unexcused.

Sequim School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Victoria Balint, vbalint@sequimschools.org, Title IX Coordinators, Civil Rights Compliance Coordinator: Sequim School District Office, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3260; and for Section 504/ADA Coordinator, Cheryl McAliley, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3405, cmcaliley@sequimschools.org.

Excused & Unexcused Absences

Policies and Procedure 3122

<i>Excused</i>	<i>Unexcused</i>
<ul style="list-style-type: none"> ◆ Illness/Injury ◆ Health Room/School office ◆ Disciplinary Action ◆ Appointment ◆ Family Emergency ◆ Cultural /Religious observance ◆ Court/Legal ◆ Post-secondary interviews & visits ◆ Search & Rescue ◆ Military/Active duty ◆ Homeless or foster care /dependency status ◆ Migrant status ◆ Student illness, appts. or health condition due to COVID-19 ◆ Parent’s obligations during school hours ◆ Safety concerns ◆ Part-time enrollment ◆ Pre-arranged educational plan ◆ School functions ◆ Extracurricular activities ◆ Testing ◆ Lack of instructional tools, including internet ◆ Principal/guardian contract (students who work, could be temporary due to COVID-19) ◆ Caring for a family member who has illness, appts. or health condition due to COVID-19 ◆ Other determined COVID-19 circumstances 	<ul style="list-style-type: none"> ◆ Any absence not excused within 5 school days of the day absent ◆ Truant– skipping, refusal to be in class, not permitted to leave ◆ Absent for no valid reason ◆ Picked up for no valid reason ◆ Pre-Arranged Education plan not completed and turned in within 5 days of return date. ◆ Teacher entered absence when not present in class (will appear as ‘w’)

Office of Superintendent of Public Instruction

<https://www.k12.wa.us/student-success/support-programs/attendance-chronic-absenteeism-and-truancy>



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Sequim School District Pre-Arranged Educational Plan

Thank you for recognizing that attendance at school is vitally important if students are to be successful in their studies. If your child must be absent for a reason other than those listed as approved by the Sequim School District you may request that the days missed be excused. Please refer to **Excused & Unexcused Absences Policies and Procedures 3122** for a full list of excused and unexcused absences.

A completed Sequim School District Pre-Arranged Educational Plan **MUST** be submitted to the school attendance secretary at least three days in advance of the absences. Teacher(s) will notify the school attendance secretary if the assigned work is not completed and turned in within 5 days of return, and absences will be marked as unexcused.

Excessive absences: Defined as students who accumulate 10 days of excused or unexcused absences in a school year.

Student Name:

Home Room Teacher:

Dates of Absence(s):

Number of days absent:

My signature verifies that I understand the information provided regarding a pre-arranged educational plan.

Parent/Guardian Signature

Date

ADMINISTRATIVE DECISION

Approved

Not Approved, Absences will be unexcused due to:

Comments:

State Testing

Other

Administrator Signature

Date

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