



EASTSIDE CATHOLIC

Attendance Policy Summary

Attendance Office: attendance@eastsidecatholic.org

Attendance Office - Message Only: 425-295-2019

**A handwritten note from a parent or guardian will not excuse a tardy or absence.*

This is a brief highlight of the Eastside Catholic Attendance Policy. To find complete information about the topics covered in this summary and more, please go to the [Student and Family Handbook](#) on the EC website.

1. If a student will be tardy or absent from school, a parent or guardian must contact the Attendance Office on the day of or before the late arrival/tardy or absence each day the student is out. Email communication before 7:45 a.m. is preferred.
2. Any student arriving at school after the bell has rung (7:50 a.m. Monday, Tuesday, Wednesday and Friday; 9:30 a.m. Thursday) must check-in at the Attendance Office with their student ID or the late arrival will be unexcused. It is imperative for the safety of everyone that we know who is in the building.
3. If a student needs to leave campus early for an unavoidable appointment, a parent or guardian must contact the Attendance Office via email or phone at the beginning of the school day, if not earlier. A student should not leave campus without a pass provided by the Attendance Office.
4. Individual teachers set classroom attendance expectations at the beginning of each semester. Please refer to each teacher's syllabus for specific details.
5. For an off-campus appointment to be considered excused, a **student must turn in a doctor's or professional's note to the Attendance Office after the appointment.**
6. Students who will miss two or more days of school which are planned in advance must complete a [Pre-Arranged Absence Form](#), and a parent or guardian must let the Attendance Office know via email or phone call.
7. Absences during all-school liturgies, retreats, assemblies and other special events within the school will be considered unexcused unless the student is out ill for the day or has a pre-arranged absence form on file.
8. Students who accumulate 10 or more absences in one class period during a semester may need to petition for credit in that class. Parents or guardians will be informed throughout the semester if their student accumulates a concerning number of absences.
9. Last minute requests for early dismissal of a student may not always be accommodated.
10. Any student participating in an Eastside Catholic extracurricular or athletic event is required to attend all classes on the day of the activity.
11. Mentor, EC3 and Tutorial attendance is required. Tardiness and absences from these classes follow the same disciplinary rules as all other classes.
Each student with an unexcused tardy or absence will receive an email from the Attendance Office the day following the unexcused event. Parents and guardians will be copied on these emails. If a student believes there has been an error in reporting, it is the student's responsibility to resolve the issue with their teacher. Attendance issues must be resolved within two school days of the event.