

Date

Parent/Guardian Name

Address

Address

RE: Student Name Student# _____

Dear Parent/Guardian:

We are writing to inform you that (**student name**) has missed over 15% of his/her class periods so far this school year (attendance attached). In accordance with the BECCA Law RCW 28A.225.020 (Washington State's mandatory attendance law), the school district is required to accurately account for each student's absences.

Because your child's excessive absences have exceeded the maximum allowed by Spokane School District Procedure, a note will be required from a doctor to excuse further absences due to illness, parent requests, appointments, early dismissals, and/or late arrivals. The doctor's note must indicate **specific days** your child was absent and not able to attend school.

If a note from a doctor excusing the absence is not provided **within two (2) days**, it will be recorded as an unexcused day, rather than an excused day. After five (5) unexcused absences in a month or ten (10) in the year, the school may file a truancy petition with the Juvenile Court.

You may refer to the Spokane School District website under Policies and Procedures/Attendance, for further clarification.

If you have any questions regarding this, please call your child's school to discuss these attendance issues.

Sincerely,

Administrator/Designee – Responsible for BECCA

Additional Resources attached.
BECCA 15% Doctor Letter
Revised 3/2016