**LWHS Attendance Process & Procedures:**

* Students and parents are responsible for school attendance.
* The parent or legal guardian of any student who is absent from class is requested to leave a message with the school Attendance Office at 425-936-1701 **within 48 hours to have an absence be considered as excused.**
* You can also send an email to [lwhs-attendance@lwsd.org](mailto:lwhs-attendance@lwsd.org) if your student will be out of school that day.
* If the parent is aware of an impending absence longer than 3 days, please call to **notify the school 1 week in advance**. A pre-arranged absence form should be completed by the student
* Parents may not excuse absences for students who are in the building and supposed to be in class.
* Students 18 or older may **NOT** excuse their own absences unless they are supporting themselves and living independently.