



Pre-Arranged Absence Form

Student name: _____ Student ID#: _____ Grade: _____

Dates of absence: _____ # of days: _____ Teacher: _____

- Students who plan to be absent from school for **one or more days** for reasons other than normal illness must submit this completed form to the school office at least three (3) days in advance of the absence.
This form is to be used for full day absences only.
- Students traveling to a Tuberculosis (TB) endemic region for 30 or more consecutive days will be required to provide proof of a negative TB test performed in the United States upon return.
- **A follow-up note is required upon the student's return.**

The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. The Ohio Revised Code classifies absence from school as excused or unexcused. Listed below are the eight (8) conditions for excused absence as defined by the state of Ohio. If the reason you wish to take your student out of school does not fall under these eight (8) conditions, the absence will be classified as unexcused.

If the absence is less than five (5) days, the teacher(s) may provide assignments and collect the completed work for full credit. For absences more than five (5) days, teachers will not be expected to provide individual instruction, as providing remote support is unsustainable for extended periods of time. Details can be discussed with your child's principal or teacher(s).

In the State of Ohio, House Bill 410 outlines what makes a student "chronically absent" or "habitually truant." Using information in HB 410 and our Board of Education policy 5200, extended international travel is not considered an excused absence, even if it is pre-arranged. After the child is unexcused 30 or more consecutive hours, or 42 hours in one month, or 72 hours in a year, they are considered "habitually truant." If you wish to avoid your child being considered habitually truant, placed on an absence intervention plan, and a file made in juvenile court, you should plan to withdraw your child and re-enroll with Dublin City Schools when you return to the country.

Reason for absence (excused):

- Personal illness
- Illness in the family necessitating the presence of the child
- Quarantine of the home
- Observance of Religious holidays/Absence for Religious reasons
- Death of a relative (up to five (5) school days)
- Absence during the school day for professional appointments
- Work at home due to absence of parents or guardians (must be over 14 yrs. old)
- Family emergency (up to five (5) school days): _____

Reason for absence (unexcused):

- Vacation (up to five (5) days) - time missed for vacation will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.
- Other, please explain: _____

Parent(s) note on absence (optional): _____

Student signature (middle/high school)	Date	Parent/Guardian signature	Date
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