

## Attendance Reminders for Parents

Parents/Guardians:

The Ohio Revised Code classifies absence from school as excused or unexcused. The statutes governing school attendance are very specific and leave limited options for school authorities to excuse children from school. The following conditions constitute reasons for excused absence from school:

1. Personal illness
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death in the family
5. Observation or celebration of a religious holiday
6. National "Take Your Child to Work Day"
7. Travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity
8. Other cause as may be acceptable to the Superintendent or designee

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### Day of Absence

Call the attendance line 614-717-6611 by 9:15 a.m. State your student's name and reason for absence. If we do not receive a phone call or email by that time, the automated system will contact you inquiring about your child's absence.

Important points to remember:

- Calling does not excuse the absence. Calling only notifies the school that your child will not be there on time or at all that day.
- Emailing a teacher about the absence or an early pick-up does not excuse the absence.

**We only excuse an absence when a doctor's note, parent's handwritten note or Absence Completion Form is completed UPON THE STUDENT'S RETURN TO SCHOOL.**

Forgot a note? We have Absence Completion Forms on the front desk right beside the Sign-In/Out sheet. If you forgot a doctor's note, just fill one out and turn it in while you are signing in your student.

### Pre-Arranged Absence Forms

Required for absences of three days or longer. Please fill out a PINK Pre-Arranged Absence Form (available online or in the office) and send it to your child's teacher or drop it off in the office.