

LITTLE MIAMI SCHOOLS K-8
PRE-ARRANGED ABSENCE FORM

Dear Parents / Guardians,

State Statute places the responsibility with the parents for children being in school. Strictly interpreted, it is illegal for students to be out of school for any other reason other than personal illness, death in the family, quarantining or religious holiday. Therefore, parents are asked to plan family vacations and appointments to correspond with the school calendar. However, we realize that is not possible in all circumstances. If you must have your child out of school for other reasons, it is your responsibility to see that your child accomplishes the work that he/she will miss. For pupils who will be absent due to a family obligation or similar reasons, the following procedures and guidelines also must be adhered to for those absences to be excused.

1. Present this completed form to the principal two weeks prior to the absence.
2. If a student has an attendance problem, or is in danger of failing, this request may be denied. If the request is denied and the parent elects to remove the child from school, the absences will be unexcused.
3. If possible, you may secure assignments from the teacher prior to the absence. Be aware that teachers are not required to provide long-range assignments for vacationing students.
4. Vacation absences are included in the total number of absence occurrences. Only 5 days absence per year may be excused for vacation purposes. If a child has accrued 12 absence occurrences, vacation time will not be approved.
5. **No requests will be approved during District Testing weeks.**

Section A - To Be Completed By Parent/Legal Guardian:

STUDENT NAME _____
Homeroom Teacher _____ Grade _____ DATE(S) REQUESTED _____
REASON _____
PHONE: H- _____ C- _____ EMAIL: _____

Section B – To be completed by Teacher(s):

Please indicate the approximate grade of the child in the following subject areas:

Reading _____
Language Arts _____
Math _____
Science _____
Social Studies _____
Teacher Initials _____

Section C – To be completed by Office:

Total Absence Occurrences to Date

Excused _____ Unexcused _____

Total Hours of School missed

Excused _____ Unexcused _____

Having read the above information, if you still desire to take your child out of school for vacation purposes or another commitment, please sign below:

Parent/Legal Guardian Signature _____ Date _____

Principal's Signature _____ APPROVED DENIED

Comments: _____

***Please remember that even approved vacation days will count towards your 12 absence occurrences! Once a student has 12 absence occurrences, a doctor's note is required in order to excuse any absence.** Rev. 11/17



Little Miami Local School District

New Attendance Policy for 2017-18

Truancy laws in Ohio have been amended with the passage of HB 410 and all schools are required to keep track of the number of hours each student is in school. Starting this year, schools will also report time out of school as an “occurrence”.

- Absence from school for any length of time for any reason will be considered an occurrence.
 - Any full or partial absence, including late arrivals and early dismissals, will count as an occurrence. Generally, up to 12 occurrences (for excused reasons) may be excused by a parent phone call or note. Doctor excused absences will also be counted as an excused occurrence.
- After 12 occurrences (excused, unexcused or a combination of both), all occurrences will be unexcused unless a Doctor’s note is provided.
- Chronic tardies, eight (8) or more in a semester may result in a school consequence according to individual building policies or procedures.

Excused Occurrences

- Personal illness or injury
- Medical or dental appointments (partial days, in most cases)
- Illness or death in the family
- Funeral of immediate family member or relative
- Quarantine
- Religious holiday
- Appointments for court
- Pre-approved absences. Five (5) days per year may be approved in advance by the Principal. These days shall be included in the 12 occurrence absence rule.
- Head lice. Children excluded from school due to head lice are allowed one (1) excused absence on two (2) separate occasions in a school year. Absences beyond this number are unexcused unless the additional absences are covered within the 12 occurrence parent/guardian notes or a physician excuse.
- Emergencies and other reasons deemed good and sufficient by the Principal

Unexcused Occurrences

The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

- Missing the school bus
- Experiencing transportation problems at home or on the way to school
- Remaining at home to complete school assignments
- Missing school without legitimate illness
- Oversleeping. Alarm clock (student’s or parent’s) failed to work
- “My mom didn’t get me up”
- Not having suitable clothing to wear to school
- Babysitting
- Any form of recreation (unless pre-approved vacation days)
- Personal business that can be done after school or on weekends
- “Helping at home” or “Was needed at home”
- “I had a game last night”
- Senior pictures/portraits

The Ohio revised Code defines a student as being a habitual truant when a student has
30 consecutive hours of unexcused occurrences from school **OR**
42 hours unexcused occurrences from school in a school month, **OR**
72 hours unexcused occurrences from school in a school year

Occurrence Documentation

Students arriving late to class, within 90 minutes of their school start time, are considered tardy and must obtain a tardy slip from the office. Students who miss school are required to have their parent/guardian contact the attendance office, on that day, within 30 minutes of their school start time.

If the school does not receive notification, a phone call will automatically be made to the parent/guardian. Occurrences will be considered unexcused until a parent/guardian makes direct contact with the attendance office on the day of the occurrence. After that date, the student must submit a written note within 5 days to excuse the occurrence.

All notes (parental/guardian or physician's) must be submitted to the attendance office within 5 days of the absence, otherwise the absence will be unexcused.

The 12 occurrence rule does not create an entitlement for a student to be absent from school 12 times. Application of this general rule may be waived by school officials where circumstances indicate that its application does not serve the student's best interest. Those circumstances include, but are not limited to: the student's attendance in the current or prior school years; instances where students/parents have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. Excused occurrences from school shall be granted only on the condition of a note from a physician, nurse practitioner, physician's assistant, or excused by the school Principal. Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials. They may make inquiries and request verification/documentation as is reasonably necessary to determine if an occurrence (full day absence, partial day absence, tardy or early dismissal) is excused.

District Responsibilities

If a student accumulates 38 hours in one month or 65 hours of excused or unexcused occurrences in one school year, a warning letter will be mailed to the parent/guardian.

The school, in compliance with Ohio Truancy Laws and in conjunction with Warren County Education Service Center, has established the following intervention strategies to avoid unexcused occurrences, partial and full days, tardies and early dismissals.

- If a student accumulates 45 hours of unexcused occurrences a Truancy Education Meeting will be scheduled. This group meeting will be held in your child's school district. The purpose of this meeting is to advise parents/guardians of the new truancy laws, school policy, and student's current attendance records.
- If a student accumulates 30 or more consecutive unexcused hours **OR** 42 or more unexcused hours in one month, **OR** 72 or more of unexcused hours in one school year, an Absence Intervention Team meeting will be assigned and scheduled for the purpose of developing an Absence Intervention Plan.
- If a parent/guardian or their designee fails to appear or otherwise respond and participate in the Absence Intervention Team meeting, the school shall investigate whether the parent/guardian's failure to appear triggers a mandatory reporting to Warren County Children Services or instruct the team to develop an Intervention Plan without the parent/guardian's input. If the student fails to comply with the Intervention Plan, a complaint of truancy will be filed in Warren County Juvenile Court.