

North Union Local School District
Pre-Arranged Student Notice of Absence Form

Please submit this form, when possible, at least (5) five days prior to absence.

This document is intended to inform the staff at our schools about student absences that are pre-arranged. We appreciate the completion of this form for any absence that students or families may have prior knowledge. If possible, please complete this form and return to the building office at least 5 days before the absence.

It is important for every Ohio student to attend school every day. Missing too much school has long-term, negative effects, such as lower achievement and lower graduation rates. The Ohio General Assembly passed House Bill 410 last December to encourage and support districts in a preventative approach to excessive absences and truancy. Starting in the 2017-2018 school year, schools cannot suspend or expel students for missing too much school. Districts must amend or adopt policies that outline their interventions and plans for students with excessive absences. The legislation emphasizes parent engagement and accountability as part of a student's absence intervention plan.

The Board does not believe that students should be excused from school for vacations or other non-emergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

Few pre-arranged absences will be approved by the Superintendent. For example, students who are actively participating, and an absence is needed to participate in the Richwood Fair will be approved with documentation from adviser.

TRUANT STUDENTS

Administrative regulations related to student absences and truancy will be implemented as follows:

1. A student is considered habitually truant when. . .
 - a. Absent 30 or more consecutive hours without a legitimate excuse;
 - b. Absent 42 or more hours in one school month without a legitimate excuse;
 - c. Absent 72 or more hours in one school year without a legitimate excuse.
2. Excessive absences are defined as
 - a. Absent 38 or more hours in one school month with or without a legitimate excuse;
 - b. Absent 65 or more hours in one school year with or without a legitimate excuse.
3. Any student who is considered habitually truant or with excessive absences will be referred to a Absence Intervention Team where an Absence Intervention Plan will be developed.
4. Regarding tardiness to school, arrival after the start of school will result in at least one hour absence, then hours are counted accordingly, rounding up.
5. Medical verification may be required for any excused absences due to personal illness that exceed sixty (60) hours in a school year. For the purposes of verifying excused absence for personal illness, medical verification will be defined as a statement by a licensed physician or psychologist that a bodily or mental condition exists which does not permit school attendance.
6. For students in grades K-8, an unexcused absence is due to pre-arranged family vacation and arrangements have been made to count lost work as "neutral" (counting neither as credit nor as 0's) in terms of grading;
7. For students in grades 9-12, if two hours of direct tutoring at parent/student expense is provided and documented for each day of unexcused absence due to a prearranged vacation, and if work is completed for grading.
8. In grades 9-12, the student may take the exam in a course that has been failed due to excessive absenteeism/truancy.
9. In the interest of learning, all work should be made up at all grade levels, and makeup work will be accepted in all grades. "Direct tutoring" may be documented by the parent, and does not have to be a "paid" tutor.

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Student Name: _____ Parent Name: _____

of days requested: _____ Date(s) of Absence: _____ School: NUES NUMS NUHS

Address: _____ City: _____ Zip: _____

Parent Signature _____ Date _____

(office use) Absent Days: w/o excuse _____ with excuse _____ Total _____

Unexcused Absence Notes: _____

Excused Absence, reasons for which absences may be excused, please check the appropriate box:

- 1. personal illness of the student;
- 2. illness in the student's family;
- 3. needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
- 4. death in the family;
- 5. quarantine for contagious disease;
- 6. religious reasons
- 7. traveling out of state to attend a **Board-approved** enrichment activity or extracurricular activity (field trip) (applies to absences of up to 4 days)
- 8. As determined by the Superintendent. (*Superintendent Signature Required*)

Parent, please state reason for absence and attach supporting documentation:

Principal Signature _____ Date _____

Supt. Signature (*applies to #8 only*) _____ Date _____

Supt. Approved Not Approved due to: _____

* Students and Families: Please present this form with completed approval signatures to teachers within five (5) days of absence to obtain missing assignments. Upon completion please return to office before the absence. office initial: __

Class	Assignment (Teachers, please attach additional documentation if necessary.)	Expected Date of Completion	Teacher Initials