

# Reviewing the Absence Notification



Columbus City Schools

# Notification of Absence Reason

*The superintendent shall require from the parent of each student who has been absent from school or from class for any reason, a statement of the cause for such absence.*

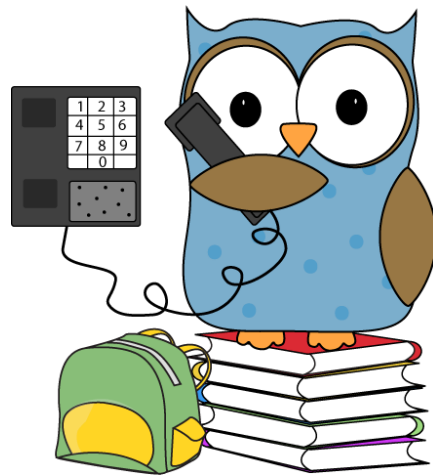
*The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.*

[\[Board Policy 5131.3\]](#)



# Reviewing Absence Notes and Phone Calls

Each attendance note should be reviewed prior to entering it into Infinite Campus.





# First things first....

All attendance notes are to be reviewed. When a note meets specific criteria it can be changed to excused in Infinite Campus. When reviewing the note keep the following questions in mind:

- Who wrote the note?
  - The note should be written by a parent, guardian, or medical professional
- When was the note received?
  - The note must be received within one week of the last day of absence
- Does the reason given excuse the absence according to the Board Policy?
  - If you have questions or concerns about modifying any absence please refer to current Board Policy and Attendance and Accountability Guidelines.

# REVIEW THE REASON

## Acceptable Reasons for Excused Student Absences

- ▶ Medical or Dental appointment
- ▶ Personal Illness
- ▶ Illness or death in the immediate household
- ▶ Emergency
- ▶ Observation of a Religious Holiday
- ▶ College Visitation
- ▶ Preparation for Graduation Ceremony
  - ▶ (Grade 12 Only, Maximum 3 days)
- ▶ Superintendent's Designation
- ▶ Any other reason specified pursuant to Ohio Law



If the reason given does not align with these approved guidelines, the absence should remain unexcused

# The Most Common Types of Notes



## Phone Call or Verbal Statement

To Whom it May Concern:  
Please excuse Bart. He  
was home sick on 8/27/15.  
Sincerely,  
*Marge Simpson*

## Written Note from Parent/Guardian

ABSENCE EXCUSE

**GOODMAN MEDICAL ASSOCIATES**  
123 Main Street  
Anytown, NJ 00000  
111-555-1234

Date \_\_\_\_\_

Patient's Name \_\_\_\_\_

This patient has/had an appointment at this office on \_\_\_\_\_ (date)  
at \_\_\_\_\_ (time)

Please excuse this absence. Signed: \_\_\_\_\_

## Written Note from Medical Professional

# Written Attendance Notes

## Written Note from A Parent/Guardian

To Whom it May Concern:  
Please excuse Bart. He  
was home sick on 8/27/15.  
Sincerely,  
Marge Simpson

All Written Attendance Notes must contain key items:

- ▶ Date written
- ▶ Student's Name
- ▶ Date(s) of absence
- ▶ Reason
- ▶ Parent Signature



# Written Attendance Notes

## Written Note from A Medical Professional

**ABSENCE EXCUSE**

**GOODMAN MEDICAL ASSOCIATES**  
123 Main Street  
Anytown, NJ 00000  
111-555-1234

Date \_\_\_\_\_

Patient's Name \_\_\_\_\_

This patient has/had an appointment at this office on \_\_\_\_\_  
(date)

at \_\_\_\_\_  
(time)

Please excuse this absence.

Signed: \_\_\_\_\_

All Attendance Notes from medical professionals must contain key items:

- ▶ Date written
- ▶ Student's Name
- ▶ Date(s) of absence
- ▶ Signature



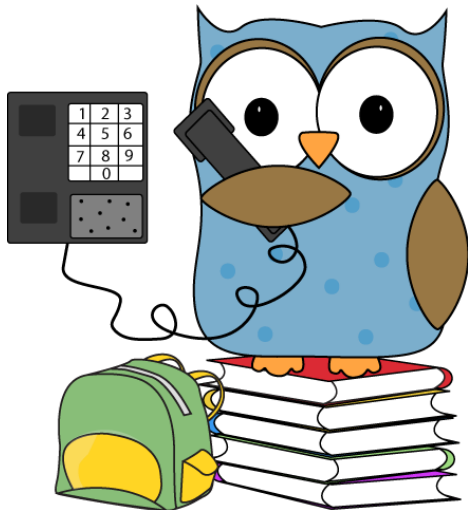


# Phone Calls

It is the expectation of the District that telephone calls from a student's parent or guardian, or from an adult student notifying the school of a student absence will be made prior to 9:30.

The following information should be collected during the phone call:

- ▶ Date and Time of the call
- ▶ Student Name
- ▶ Absence Dates
- ▶ Name of Caller
- ▶ Reason for Absence
- ▶ Name of Person recording the notification





# How to Document Attendance Phone Calls



[TYPE SCHOOL NAME HERE]

DAILY ATTENDANCE CALL IN  
PARENT/GUARDIAN ABSENCE NOTIFICATION VIA TELEPHONE

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_  
(Please list siblings on separate forms)

Reason Given for Absence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Caller must be Parent/Guardian: \_\_\_\_\_

Form Completed By: \_\_\_\_\_  
Staff Name (Please write legibly)

For Attendance Office Use Only:

Unexcused       Excused

Student Number: \_\_\_\_\_

Date Entered Into IC \_\_\_\_\_

(Note: Only change the absence code if the reason given meets the criteria in the Board Policy)



By  
Individual  
Student

# Attendance Accountability

The school shall maintain documentation of every phone call used to modify an Attendance Event.

The “Parent/Guardian Absence Notification via Telephone” form should be retained with the student attendance file for that school year.



# Obtaining Additional Approval

Prior to entering the note into Infinite Campus you will need to determine if additional Principal approval is required.

You should obtain approval before making any changes in the following situations:

- ▶ The note was received more than one week from the date of absence

or

- ▶ The parent already submitted more than 9 excuse dates

The “Request For Excused Absence” is a standardized form used to obtain this approval.



## REQUEST FOR EXCUSED ABSENCE

(For Excuses Provided One Week After Last Date Absent or After More than Nine Excused Absences)

(a form needs to be completed for each student)

Attached Excuse Provided One Week After Last Date Absent

Attached Excuse After More than Nine Excused Absences

School: \_\_\_\_\_

Student Name: \_\_\_\_\_ Room: \_\_\_\_\_

Grade: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_ Date Excuse Received: \_\_\_\_\_

### Documentation for Excuse:

Statement from Licensed Physician/Dentist/Mental Health Professional

Parent Notification (written or verbal)

Statement from Social Services Agency

Statement from College/University

Other \_\_\_\_\_

\*\*\*\*\*FOR PRINCIPAL'S USE ONLY\*\*\*\*\*

### DISPOSITION OF REQUEST

\_\_\_\_\_ Excused Absence

\_\_\_\_\_ Unexcused Absence

Comments

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Principal's Signature \_\_\_\_\_

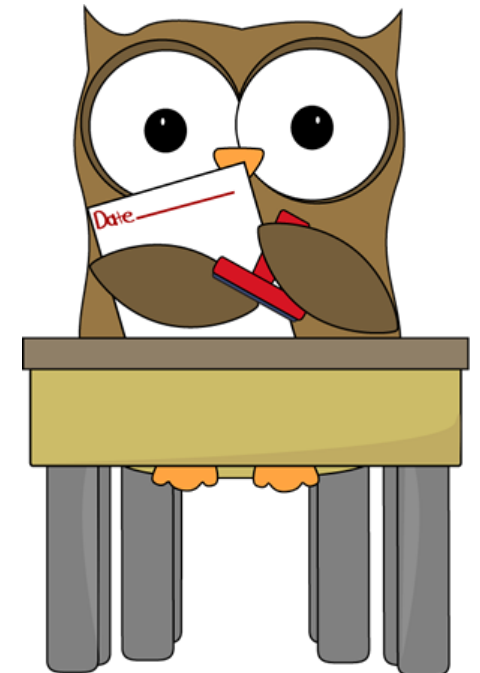
*Attach copies of documentation provided for consideration of excusing the absence and retain on file.*

# DOCUMENTING THE MODIFICATION

When requesting approval, the secretary will print the Period Detail report from Infinite Campus prior to making any changes to the electronic record

For audit purposes the following documentation must be retained in the student attendance record:

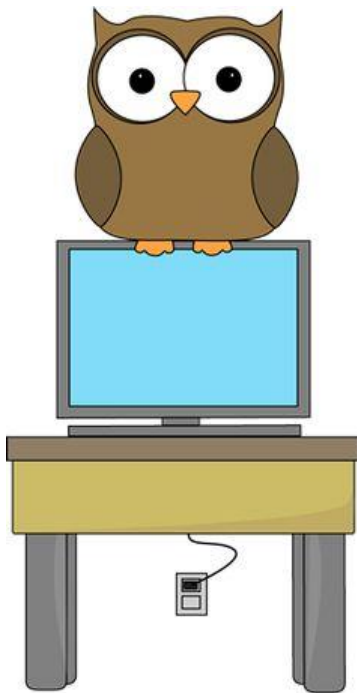
- ▶ Attendance Note
- ▶ “Request For Excused Absence” Form
- ▶ Period Detail Report



# Entering the Absence Notification

After review and approval, each note should be entered into Infinite Campus. For specific instructions on this process refer to the

**Changing an Unexcused Absence to Excused Video**



# Attendance Accountability



Every time an attendance event is modified the change is tracked electronically in Infinite Campus.

The attendance office must maintain physical files for every student containing all attendance related notes.

- ▶ Each student will have a manila attendance file folder prepared.
- ▶ The files are to be sorted alphabetically by Last Name then First Name.
- ▶ Attendance notes must **NOT** be stored in the student's cumulative record.
- ▶ All attendance notes must be stored in an accessible filing cabinet dedicated to attendance documentation

Additionally, the following documents must be retained with the attendance files for each school year:

- ▶ Parent/Guardian Absence Notification via Telephone
- ▶ Late Arrival Logs and Early Release Logs

# Pre-Printed Absence Excuse Note

- ▶ A pre-printed Attendance Excuse Note is available. This form is intended to remind parents that they need to notify the school as to the reason for an absence.
- ▶ The attendance office can encourage parents to complete this form if no handwritten note has been received.
- ▶ The secretary can keep a supply in the school office for parents to complete or teachers can send them home when a student returns to class without a written note.





# Sample Absence Excuse Note



**"Good Attendance is the Key to Academic Success!"**

**SCHOOL NAME HERE**

[School address]  
School Phone: [school phone]  
Fax: [school phone]

## EXCUSED ABSENCE FORM

My child \_\_\_\_\_ was absent from school on \_\_\_\_\_  
(day and date)

Please attach doctor, dentist, or hospital note if you have obtained one. Check Excused absences below:

- PERSONAL ILLNESS – Note: The principal may require a doctor's excuse.
- ILLNESS OR DEATH IN THE IMMEDIATE HOUSEHOLD
- OBSERVATION OF A RELIGIOUS HOLIDAY – Student's absence was for the purpose of observing a religious holiday (any religious faith) consistent with their creed or belief
- MEDICAL OR DENTAL APPOINTMENT – A written statement from a physician or dentist verifying the appointment may be required.
- COLLEGE VISITATION - Verification of the date and time of the visitation by the college, university, or technical college may be required
- EMERGENCY OR EXCEPTIONAL SITUATION – An emergency or circumstance which, in the judgment of the principal, assistant principal or superintendent, constitutes a good cause for absence from school

PLEASE DESCRIBE SITUATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PARENT /GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

For Attendance Office Use Only:

Unexcused       Excused

Student Number: \_\_\_\_\_

Date Entered Into IC \_\_\_\_\_

(Note: Only change the absence code if the reason given meets the criteria in the Board Policy)



# Overview



- ▶ All attendance notes must be received reviewed and processed within specific time frames.
  - ▶ Any statement excusing a student's absence should be submitted to the school attendance office within two days of the student return.
  - ▶ No statement shall be accepted excusing a student's absence if it is not received within one week of the student's return to school unless approved, in writing, by the principal.
- ▶ A maximum of nine (9) student absences from school will be considered excused with parent notification.
- ▶ After nine(9) absences, additional information and/or documentation in addition to the parent notification may be required in order for the absence to be excused.

# Reviewing the Absence Notification

*Learn. Dream. Succeed.*



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