

# Half-Day Attendance Request Form

The Columbus City School District permits Parents/Guardians to request their children to attend school for one-half of the traditional school day. Requests must meet the following conditions:

- The request must be made in writing by the Parent/Guardian, including signature and date.
- The student must attend a minimum of 50% of the school day during AM or PM session.
- The student must follow the same schedule daily; alternating days are not permitted.
- Transportation will not be provided mid-day; only at the beginning or end of the school day.

Student Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Student ID Number \_\_\_\_\_ Grade \_\_\_\_\_

I request my child to attend: \_\_\_\_\_ AM session \_\_\_\_\_ PM session

Effective Date: \_\_\_\_\_  
(The first date the student attended half-day)

Reason for request:

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By signing below, I agree to the conditions stated herein.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Office Use Only

**Building Principal Signature**

**Date**

Please complete each item:

Area Superintendent notified Date \_\_\_\_\_

Early Childhood Education Director notified Date \_\_\_\_\_

Scheduled in ½ day attendance course – Start Date: \_\_\_\_\_

**(must be completed prior to emailing EMIS)**

EMIS Staff\* (emis\_staff@columbus.k12.oh.us) notified Date \_\_\_\_\_

\*EMIS *must* be notified when students start and end half day attendance

**This document must be uploaded to the student's document tab in Infinite Campus.**