

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:

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.