

BUCKEYE VALLEY HIGH SCHOOL

PRE-ARRANGED ABSENCE FORM

Student Name: _____

Grade: _____

Dates of Absence: _____

Reason for Request (Be Specific): _____

Parent Signature: _____

Student Signature: _____

Principal/ Designee Signature: _____

Signature indicates acknowledgement only, not necessarily approval

Must be signed by parent and principal/ designee before submitting to teachers

TEACHER'S ACKNOWLEDGEMENT

PRD	SUBJECT	TEACHER'S SIGNATURE	ASSIGNMENT
1			
2			
3			
4			
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10			

Teachers: Please sign the box above to indicate your knowledge of the student's absence and list the assignments required to be completed by the student.

This form is to be returned to the attendance office at least five (5) days prior to the dates requested off.

SCHOOL ATTENDANCE

HOUSE BILL 410

Why Attendance Matters

- Regular attendance is a legal requirement at all grade levels
- Studies have shown that regular attendance correlates to success in school
- Regular attendance means academic learning is not interrupted, less time spent on make-up assignments, student benefits from class participation and interaction with others

Excessive Absences

State of Ohio defines excessive absences as:

- 38 or more hours of school missed in a month
- 65 or more hours of school missed in a school year
- Hours can be excused or unexcused

Once the hourly limit is met:

- Letter sent home to parents/ guardians
- All additional absences will require a medical/ court excuse
- If a medical/ court excuse is not provided, hours accumulate toward student being habitually truant.

Habitually Truant

State of Ohio defines habitually truant as:

- 30 unexcused consecutive hours
- 42 or more unexcused hours of school missed in a month
- 72 or more unexcused hours of school missed in a school year

Once the hourly limit is exceeded:

- Letter sent home to parents/ guardians
- Absence Intervention Plan will be implemented

Absence Intervention Team & Plan

State of Ohio required Absence Intervention Plan:

- Team creates and implements Absence Intervention Plan to improve/ increase student attendance

If school attendance does not improve/ increase:

- District Truancy officer notifies Delaware County Juvenile Court and truancy changes are filed

Excused Absences Include:

- Personal illness
- Quarantine of home
- Death in the family
- Absence due to incapacity of a guardian
- Religious holiday
- School field trip
- Superintendent/ Principal approval

Pre-Arranged Absences

- Pre-Arranged absences must follow new attendance guidelines. If a pre-arranged absence exceeds one of the state hourly limits, a letter will be sent home and medical excuses will be required for additional absences.
- Pre-arranged absences include hunting trips, showing at the Fair, and family vacations.

Example: Student misses five days for a pre-arranged, parent excused absence

- Student has now missed 32 hours of school this month. If they miss 6 more hours this month, they will be "excessively absent."
- Once a student becomes excessively absent, all additional absences will require a medical excuse.