



STUDENT ATTENDANCE ACCOUNTING POLICY FORM

The Ohio Revised Code 3313.205 states that Board of Education of each school district must adopt a policy of notification of parent, custodial parent, guardian, legal guardian, or other person having care or charge of a student who is absent from school.

The parent, custodial parent, guardian, legal guardian, or other person having care or charge of a student shall report by telephone or otherwise to the appropriate school administrator that his or her child will be absent for a specified number of days or part of the day from school. Notification must occur as early as possible the same day that the student is absent from school, but no later than 10:00 AM.

If the building principal does not receive a call from the “parent” by 10:00 AM, he/she will be responsible for contacting the “parent” to determine why the child is not in school. To comply with the Ohio Revised Code 3313.205, “parents” must provide the school with the following information:

1. Student Name: _____
2. Name of Parent, Custodial Parent, Guardian or Legal Guardian or person having charge
or care of the student: _____
3. Daytime phone #: _____
4. Signature _____ Relationship _____