

EMIS Change 25-15

This change updates the information in the EMIS Manual regarding absences and excuses from school attendance. This reporting guidance will be updated per changes to OAC §3301-69-02 and to remove outdated language. Note that this policy information is being removed from EMIS Manual Section 2.4 and updated in EMIS Manual Section 2.1.1.

SECTION 2.1.1: STUDENT ENROLLMENT OVERVIEW

COMPULSORY EDUCATION

ORC/OAC

“A child between six and eighteen years of age is ‘of compulsory school age’” (ORC §3321.01(A)(1)). If a child enrolled in kindergarten is under the age of six, that child is considered ‘of compulsory school age’ unless the child’s parent or guardian, in consultation with the child’s teacher and principal, withdraws the child from kindergarten.

However, although a child is not required to attend school after reaching the age of eighteen, a child is entitled to attend school until age twenty-two. (ORC §3313.64(B).)

This applies to “[e]very child actually resident in the state” (ORC §3321.02).

Every child of compulsory school age must attend school unless and until one of the following occurs:

- The child receives a diploma, successfully completes any high school’s curriculum, or successfully completes his or her IEP (ORC §3321.03(A)),
- The child receives an age and schooling certificate (ORC §3321.03(B)), or
- The child is excused per ORC §3321.04, which allows for the following:
 - A superintendent may excuse a child if his or her “bodily or mental condition does not permit attendance at school.” Appropriate instruction must be provided. This must be certified in writing by a licensed physician or psychologist (ORC §3321.04(A)(1)). Such an excuse must include the reason for the excuse, and a copy must be sent to the child’s parent or legal guardian (ORC §3321.04(B)).
 - A superintendent may excuse a child if the child is being homeschooled. Documentation of the determination of the home instructor’s qualifications and other information must be on file (ORC §3321.04(A)(2); OAC §3301-34-03). Such an excuse must be in writing and include the reason for the excuse, and a copy must be sent to the child’s parent or legal guardian (ORC §3321.04(B)).
 - A superintendent may excuse a child who is over fourteen for a limited amount of time for the purpose of “performing necessary work” for his or her parents or legal guardians (ORC §3321.04(B); OAC §3301-69-02(A)(2)). Such an excuse must be in writing and include the reason for the excuse, and a copy must be sent to the child’s parent or legal guardian (ORC §3321.04(B)).
 - ORC §3321.04(C) also allows schools to excuse children for “good and sufficient reasons.” OAC §3301-69-02 includes a list of acceptable reasons for excused absences,

which includes circumstances that are good and sufficient reason within the judgment of the superintendent.

Except for students released from the custody of DYS, within 24 hours of entry into school, the student's records must be requested from the school most recently attended. (ORC §3313.672(A)(3).)

All school districts must have policies concerning excused and unexcused absences. Pursuant to the OAC, a parent or guardian must provide an explanation for a child's absence, which shall be recorded by the approving authority of the school and shall include the date and time of the absence. Emancipated youth and married children under the age of 18 may provide the explanation for their own absences. (OAC §3301-69-02(B)(1).)

An excuse from school may be approved for:

- [a.](#) Illness of the child (a statement from a health professional may be required if deemed appropriate);
- [b.](#) Illness in the family (a statement from a health professional explaining why the child's absence was necessary may be required if deemed appropriate);
- [c.](#) Quarantine of the home;
- [d.](#) Death of a relative (absence is limited to eighteen school hours unless reasonable cause is shown for a longer absence);
- [e.](#) Medical, [behavioral](#), or dental appointment (a statement from a health professional may be required if deemed appropriate);
- [f.](#) Observance of religious holidays;
- [g.](#) College visitation (verification of the date and time of the visit may be required);
- [h.](#) [Pre-enlistment reporting to a military enlistment processing station \(verification of the date and time of the reporting may be required\);](#)
- [i.](#) Foster care placement, change in foster care placement, or court proceedings related to foster care status;
- [j.](#) Homelessness;
- [k.](#) [Deployment activities of a parent, legal guardian, or custodian \(see ORC §3301.60\);](#)
- [l.](#) Emergency or other set of circumstances which in the judgment of the superintendent constitutes a good and sufficient cause for absence from school (the district may include in its discipline policy the manner in which any child may be excused for absence for good and sufficient reasons). (OAC §3301-69-02(B)(2).)

A child over the age of fourteen years who has been in regular attendance may be excused from future attendance for:

- The existence of an emergency at home such as absence, illness, or death of the parent or guardian;
- Farm work of the parent or guardian during a time of year in which the amount of work to be done is exceptional; or
- Inability of the parent or guardian to employ help in the family business.

The parent must file a written request for an absence for these purposes in advance of the absence, except in cases of emergency.

Excuses in these situations are limited to no more than thirty school hours and can be renewed for thirty additional hours; in total, such excuses are not to exceed sixty consecutive hours. The only exception to this is if a student's parent has died or become incapacitated and there is no older brother or sister living in the home who is out of school. In these cases, a student may be excused for more than sixty school hours. (OAC §3301-69-02(A).)

SECTION 2.4: STUDENT STANDING (FS) RECORD

Excused Absence Days

General Information. These days are recorded in the School Year Excused Absence Hours.

No student shall be counted as absent prior to the actual date of entry in the school. To have a day counted as an excused absence, a student must be enrolled and have been in attendance.

Any student permanently withdrawn from school shall not be counted as absent after the date of such withdrawal. The daily excused absence for a student who is attending less than full time may not exceed that portion of the day that he/she is scheduled to attend.

~~An excuse for absence from school may be approved on the basis of any one or more of the following conditions (OAC §3301-69-02):~~

~~**a. Personal illness.**~~

~~The approving authority may require the certificate of a physician if he/she deems it advisable.~~

~~**b. Illness in the family.**~~

~~The approving authority may require a written statement from a physician and an explanation as to why the child's absence was necessary.~~

~~**c. Quarantine of the home.**~~

~~The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.~~

~~**d. Death of a relative.**~~

~~The absence arising from this condition is limited to eighteen hours unless a reasonable cause may be shown by the applicant child for a longer absence.~~

~~**e. Medical or dental appointment.**~~

~~The approving authority may require a written statement from a physician or dentist and an explanation as to why the child's absence was necessary.~~

~~**f. Observance of religious holidays.**~~

~~Any child of any religious faith shall be excused if his absence was for the purpose of observing a religious holiday consistent with his truly held religious beliefs.~~

~~**g. College visitation.**~~

~~The approving authority may require verification of the date and time of the visit by the college, university, or technical college.~~

~~**h. Foster care placement.**~~

~~Placement, change in placement, or court proceedings related to foster care status.~~

~~**i. Homelessness.**~~

~~**j. Emergency or other set of circumstances.**~~

~~Circumstances which in the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.~~