

STUDENT ATTENDANCE ACCOUNTING
(Missing And Absent Children)

The Board believes in the importance of trying to decrease the number of missing children; therefore, efforts are made to identify possibly missing children and to notify the proper adults or agencies

Except where required by State law, at the time of initial entry into school, a student shall present to the person in charge of admission an official copy of a birth certificate and copies of those records pertaining to him/her that were maintained by the school that he/she most recently attended. In lieu of a birth certificate, birth documentation may include:

1. passport or attested transcript thereof filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child;
2. attested transcript of the certificate of birth;
3. attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child;
4. attested transcript of a hospital record showing the date and place of birth of the child or
5. birth affidavit.

Except where required by State law, if the student does not present copies of the required documents, the principal/designee shall call the school from which the student transferred and request the information. If that district has no record on file of the student, or if that district does not send the records within 14 days, the principal shall notify the law enforcement agency having jurisdiction in the area where the student resides of the possibility that the student might be a missing child.

The primary responsibility for supervision of a student resides with his/her parent(s). The staff provides as much assistance as is reasonable to parents and guardians with this responsibility.

Parents must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The District attempts to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, home addresses, and any emergency telephone numbers.

The Board designates the Superintendent to develop informational programs for students, parents, and community members relative to the subject of missing children.

[Adoption date: August 6, 1991]

Revised: March 20, 2019
March 18, 2020

LEGAL REFS.: ORC 109.65
 2901.30
 3313.205; 3313.672; 3313.96
 3319.321; 3319.322
 3321.12
 3321.141
 3705.05

CROSS REFS.: JEC, School Admission
 JECAA, Admission of Homeless Students
 JED, Student Absences and Excuses
 JEDB, Student Dismissal Precautions
 JHF, Student Safety