



Pre-Arranged Absence Form

Student name: _____ Student ID#: _____ Grade: _____

Dates of absence: _____ # of days: _____ Teacher: _____

- This form is to be used for full-day absences only.
- Students who plan to be absent from school for **one or more days** for reasons other than normal illness must submit this completed form to the school office at least five (5) days in advance of the absence. *Note: Religious Expression Days require a written request within 14 days of the start of the school year or student enrollment.*
- Students traveling to a Tuberculosis (TB) endemic region for 30 or more consecutive days will be required to provide proof of a negative TB test performed in the United States upon return.
- When traveling internationally, students will NOT have access to DCS technology systems due to cyber security concerns. If your situation requires an exception, please email: intl_travel_request@dublinschools.net

The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. The Ohio Revised Code classifies absence from school as excused or unexcused. Listed below are conditions for reasonable excused absences as defined by the state of Ohio and Board Policy 5200. If the reason you wish to take your student out of school does not fall under these conditions, the absence will be classified as unexcused.

If the absence is five (5) days or less, the teacher(s) may provide assignments and collect the completed work for full credit. For absences more than five (5) days, teachers will not be expected to provide individual instruction, as providing remote support is unsustainable for extended periods of time. Details can be discussed with your child's principal or teacher(s).

Per Board of Education Policy 5200:

- Chronic Absenteeism: Defined as missing 10% or more of annual school hours. Parents are notified after exceeding 50 hours (5%).
- Habitual Truancy: Defined as 30+ consecutive, 42 monthly, or 72 annual unexcused hours. This triggers potential juvenile court involvement and/or an absence intervention plan.
- International Travel: Extended international travel is an unexcused absence. To avoid truancy proceedings, we recommend withdrawing and re-enrolling your child upon your return.

Reason for absence (excused):

- ☐ Personal illness/accident (a written physician's statement verifying the illness may be required)
- ☐ Appointment with a health care provider
- ☐ Illness in the family necessitating the presence of the child
- ☐ Quarantine of the home (up to three school days)
- ☐ Death in the family (up to three school days)
- ☐ Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- ☐ Religious expression days (up to three school days)
- ☐ Other, please explain: _____

Reason for absence (unexcused):

- ☐ Vacation - time missed for vacation will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.
- ☐ Other, please explain: _____

Parent(s) note on absence (optional): _____

Student signature
(only if in middle/high school)

Date

Parent/Guardian signature

Date

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Students
5200 F1
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Student name: _____ Student ID#: _____

Take this form to all of your teachers during the day and return it to the office before your absence.

Class

Teacher

Assignments/Comments

[illegible]