CLEVELAND METROPOLITAN SCHOOL DISTRICT



Every Minute Matters

A Family Guide to School Attendance

Every Student. Every Day. Every Minute Matters.

Every Student.

Every Day.

Every Minute Matters.

Building Strong Attendance Together

Welcome

Welcome to Cleveland Metropolitan School District!

Every school day is an opportunity for your child to learn, grow, and build a successful future.

We know that regular attendance is one of the strongest predictors of academic success, and we are committed to partnering with families to help every student attend school every day.

Whether your family needs help with transportation, health concerns, housing, or another challenge, CMSD is here to support you.

Every Student.
Every Day.
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DID YOU KNOW?

Students who attend school regularly are more likely to read on grade level, graduate on time, and feel connected to school.

Why Attendance Matters

12 Hours missed each month

20 Days missed each school year

Nearly **ONE MONTH** of learning lost

Greater risk of falling behind

Even excused absences add up.

Students who miss 10% of the school year are considered **chronically absent** under Ohio law.

Every day counts.
Every hour matters.

DID YOU KNOW? Students who attend school regularly are more likely to read on grade level, graduate on time, and feel connected to school.

Understanding Attendance

How Ohio Measures Attendance

PRESENT
Student attends the entire instructional day.

TARDY
Student arrives after school starts but within the 15 minute grace period.

LATE ARRIVAL
Student arrives after the 15 minute grace period counts as partial attendance.

EARLY DISMISSAL
Student leaves before the instructional day ends.

PARTIAL-DAY ATTENDANCE
Student misses part of the school day.

FULL-DAY ABSENCE
Student misses the entire instructional day.

DID YOU KNOW? | Ohio measures attendance by instructional hours, not simply by days.

Attendance is about more than just being present.
It's about being here, on time, and ready to learn!

Excused vs. Unexcused Absences

EXCUSED

- Illness
- Doctor appointment
- Religious holiday
- Funeral
- School-approved event

UNEXCUSED

- Oversleeping
- Missing the bus
- Vacation without approval
- No parent communication
- Skipping school

Even excused absences count toward chronic absenteeism because learning time is still missed.

Reporting an Absence

If your child will be absent, please let the school know as soon as possible.

Call the attendance line → Send a note → Email the school → Use approved communication apps

Please include:

- Student Name
- Date of Absence
- Reason for Absence
- Parent/Guardian Name

Scan to view CMSD Attendance Policies and Procedures (Page 31)

Should My Child Stay Home?

KEEP HOME

- Fever (100°F or higher)
- Vomiting
- Diarrhea
- Contagious illness
- Severe symptoms that make learning difficult

USUALLY OK TO ATTEND

- Mild cold
- Runny nose
- Allergies
- Mild cough without fever
- Minor headache or stomachache

If you're unsure...
Contact your School Nurse.

We're Here to Help

CMSD has many resources to support your family.

PROJECT ACT
- Housing
- Homelessness
- Transportation
- School Stability

FAMILY SUPPORT SPECIALIST
- Food
- Utilities
- Clothing
- Mental Health
- Community Resources

SCHOOL NURSE
- Illness
- Medication
- Health
- Concerns
- Medical Forms

ATTENDANCE SECRETARY
- Report Absences
- Correct Attendance
- Questions
- Documentation

PRINCIPAL
- Attendance Plans
- Additional Support
- Problem Solving

TRANSPORTATION
- Bus Issues
- Address Changes
- Transportation
- Questions

Who Do I Contact?

Use this guide to connect with the right person.

My child is sick.	School Nurse
My family needs help with challenges.	Family Support Specialist
I need to report an absence.	Attendance Secretary
My child missed the bus.	Transportation
My family lost housing.	Project ACT
I need more help or have another concern.	Principal

Resource Contacts

We're here to help! Save these important numbers.

PROJECT ACT	216-838-0210
TRANSPORTATION	216-838-4287
HELP DESK	216-838-0440
SAY YES	216-454-5400
NURSE, SECRETARY, & PRINCIPAL	Call your child's school

Every Minute Matters at Home



- Set a consistent bedtime
- Pack backpack the night before
- Set alarms
- Plan transportation
- Charge Chromebook and devices
- Encourage your child and talk positively about school
- Schedule appointments outside school hours when possible

Small routines create big success!

Every Student. Every Day. Every Minute Matters.

Frequently Asked Questions

Does being late count?
Yes. Missing instructional time adds up.

Do excused absences count?
Yes. Excused absences still count toward chronic absenteeism.

Who do I call first?
Start with your Attendance Secretary. They can help or connect you with the right person.

Can the school help my family?
Absolutely. CMSD has many resources and staff ready to help.

What if I need an interpreter?
Contact your school. CMSD offers multi-language supports for families.

Every Student. Every Day. Every Minute Matters.

We believe education matters.

We will make school attendance a priority by arriving on time, communicating with the school when challenges arise, and working together to support our child's success.

Every Student. Every Day.
Every Minute Matters.

Thank you for being our partner!
Together, we can do great things.

CLEVELAND METROPOLITAN SCHOOL DISTRICT

We're a Team

We know it takes a team to help every child succeed. Here's how we can work together:

Communicate
Stay in touch with your child's school and respond to messages.

Be Involved
Attend school events and stay informed about your child's progress.

Encourage
Celebrate effort and help your child believe in their potential.

Support
Help with routines, homework, and getting to school on time.

Partner
Let us know how we can support your family.

Together, we can make every day count and build a brighter future for every student.

Thank you for being our partner!

Every Student. Every Day. Every Minute Matters.

Together, We Can Make Every Minute Count.

Thank you for being our partner in your child's education and success.

COMMUNICATION • CULTURE • COLLABORATION • ATTENDANCE

CMSD

We're stronger together.

Every day in school counts.

Every student. Every day. Every minute matters.

Questions? We're here to help!
Contact your child's school or visit ClevelandMetroSchools.org

CLEVELAND METROPOLITAN SCHOOL DISTRICT

Brought to you by the
DEPARTMENT OF ATTENDANCE
Cleveland Metropolitan School District