

FYI Attendance - Frequently Asked Questions

1. Students may fail if they have more than **6 days of Unexcused/Excused absences** per Quarter/Class.
 - a. **Excused Absences:** Doctor Appointments, Illness, Travel, College Visits, Court
 - b. **Unexcused Absences:** oversleeping, alarm, car issues, Netflix, coffee or food run, drivers ed, in cars, travel sports (use vacation form) student states "completed all work before a break, no exam in class." (All are previous examples.)
 - c. **Unexcused Reason:** This code is used when we have heard from a parent or guardian, but the reason falls under b. above, or when a reason is not left on the voicemail. This code will prevent you from receiving a phone call that day.
 - d. **Official Absences:** Approved Vacations, Funeral, and if you bring in a Doctor's Note (sample A), College Visit Letter (sample B) or Court Document make the time missed "Official". *"Official" means that the time missed does not count towards the 6 days per Quarter/Class rule, but will still count against attendance.*

Sample A

ABC Dermatology
1234 Main Street
Hilliard OH
614-555-5555

Student Name was seen in
Our office on **12/12/2012**
At **10:00am/pm**
Signature of Dr. Office Staff

Sample B

Sample *** University
This letter confirms that **Student Name**
visited Sample University on **April 6, 2009**.
Signature from Admission Staff
Office of Admissions
555-555-5555
Admissions@sampleuniversity.edu

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2. **Early Dismissals the day before long weekends or holidays** must be in the attendance office no later than the school day prior to the early dismissal day. This includes whether you are leaving for the day, have an appointment, or are leaving and coming back. If this is not done, the note will need to be approved by a principal, or parent will need to come in to sign their student out.
 3. **To miss school for CAPSTONE or Job Shadowing (outside of Career Mentorship) is an Unexcused Reason unless student gets approval prior to going by their Building Administrator (principal).**
 4. If your student misses school, they can get on Canvas and stay on track with their classes.
 - a. If you find that your student has missed several days of school, it is always a good practice to stay in contact with their teachers. Great attitudes and communication go a long way in helping your student pass a class.
 5. **Vacation Forms:** Students can use these forms for a total of 10 days (they do not have to be consecutive) marked as VAC=EXC versus UNX. **After the 10 Vacation days are used, to miss will be Unexcused Reason. Please turn in two weeks prior to the event if possible.**
 6. **A student can sign themselves out of school ONLY if the following has happened;** a note has been sent with the student **(must be to the Attendance office by 9:30 am)** or reported to SchoolMessenger. **We cannot take phone calls for early dismissals-that includes calling for students to be pulled out of class prior to your arrival.**
 - a. From 7:30am-9:10am is a very busy time in Attendance, and often the emails/phone messages do not get checked during that period. Please be sure to allow enough time for your student to be dismissed.
 - b. If your student does not feel well, please have them go to the clinic.
 - c. If your student is 18 and older, they cannot just sign themselves out. **Parents are still the authority while the 18 year olds are in school.**

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- d. **REMINDER:** We can not release students to anyone who is not listed in Home Access as a Contact for them. Please send in an email stating who will be signing your student out. They will need to provide ID.

7. **ENTERING/LEAVING BUILDING** Students are not to enter or leave the building during school hours without reporting to the attendance office. Failure to sign in or out of school will result in disciplinary action. Phone calls or notes from a parent to excuse a student **AFTER** they have left the building will not be accepted. (handbook)

8. **We do not have an open lunch.** If you want your student to go out to lunch with you, **the parent/guardian must come in to sign them out.** If the lunch extends into a class time, it will fall under the Unexcused Reason code. Exceptions to this apply to some Juniors and Seniors that meet qualifications within their schedule.

9. **SafeArrival is the primary method to use for reporting absences and/or early dismissals** (early dismissals by noon).

With **SafeArrival**, you are asked to report your child's absence in advance using any of these 3 convenient methods prior to 9:00am of the current day to avoid a notification:

1. Using your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or Google Play Store (or from the links at <https://go.schoolmessenger.com>). The first time you use the app, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
2. Use the SafeArrival website, <https://go.schoolmessenger.com>. The first time you use the website, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
3. Call the toll-free number 844-413-8801 to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.

Please use SchoolMessenger for early dismissals if reported before noon. Otherwise, email HBRAttendance@hboe.org after noon for the current day or anytime for other attendance related questions. You can call the attendance office at 614-921-7440, if you need further assistance. However, you may need to leave a message.

****Please remember that students should be FEVER free for 24 hours before returning to school. Please have them be free of vomiting and diarrhea for 24 hours as well. ****

10. **College Visits:** Students can have 3 "Official" College visits their Junior year and 3 "Official" College visits their Senior year. For them to become "Official", they must meet the above requirements listed under 1.c., sample B. One last note, Seniors must have their college visits completed by May 1 to be "Official".

11. If your student has a **Chronic Illness** (ex: frequent migraines, IBS, EE, epilepsy, etc), please have your doctor provide a note stating the student's condition, and for absences relating to that condition be Officially excused for the current school year. If your student would get the flu, etc., it would not fall under the official excuse for the condition, since it would not be related to their condition. **We need a new letter each school year. Notes received during the previous school year are no longer valid.**

For the 2020/21 school year, you can find more information about attendance on pages 21-26 of the handbook.