



HILLIARD DAVIDSON HIGH SCHOOL IMPORTANT ATTENDANCE NOTES

1. **Absence:** If your student will be absent for the day, please call 614-921-7240 to report the absence by 10:00 a.m. **A note or telephone call must be received within 3 days of an absence** or the student will serve a detention. (Ex: John Doe is absent 4/3/19, parent can call/send a note through 4/6/19.)

Types of Absences:

- a) **Excused:** doctor's appointments, illness, family emergency, family event, travel, club sports, accident
 - b) **Unexcused:** oversleeping, alarm, traffic, car issues, no check in/out at attendance, etc...
 - c) **Unexcused Reason:** This code is used when we have heard from a parent or guardian, but the reason does not fall under letter a. above. It will prevent you from receiving a phone call that day. Examples: All reasons under b. above, Drivers Education in-cars, Drivers License Test, forgot iPad or cell phone at home, weather is bad, studying, etc...
 - d) **Official Absences:** Approved vacations (see #4), Funeral, Doctor's Note, College Visit Letter (Sample A) or Court Document
2. **Early Dismissal:** If your student is at school, but needs to leave early, please make that request in writing. You can send a note in with your student to drop at the Attendance Office, OR a parent can email HDVattendance@hboe.org. **ALL EMAILS & NOTES FOR EARLY DISMISSAL SHOULD BE IN BY 10:00AM FOR SAME DAY DISMISSAL.**

Please note:

- a) **Students who are ill during the school day should report to the Clinic to be evaluated. Parents will be contacted by the nurse.**
 - b) This applies to those who are 18 and older as they cannot sign themselves out. **Parents are still the authority while the 18 year olds are in school.**
 - c) Teachers and Staff will not dismiss students based on a personal text or call to a cell phone.
 - d) Any student who arrives tardy without signing in at attendance, or, leaves the building without advanced parent consent will be marked unexcused and considered truant. This will result in a detention.
3. **Early Dismissals the day before long weekends or holidays must be turned in to the attendance office no later than the school day prior to the early dismissal day.** This includes whether the student is leaving for the day, has an appointment, or is leaving and coming back. If not, the note will need to be approved by a principal or a parent/guardian will need to come to school to sign the student out.
 4. **Excessively Absent:** If a student has exceeded one of the attendance thresholds for Excessively Absent defined by House Bill 410 and the Ohio revised code, a letter will be sent home with the student and phone calls will be made to note the requirement for any additional absences to have a doctor's note to consider them excused.
 5. **Vacation Form:** Students can use this form for a one time per school year, maximum of 10 days that will be marked VAC/Official. The form is located on the District website as well as in the Attendance Office. **Please turn in two weeks prior to the event, if possible.**
 6. **College Visits:** Students can have 3 "Official" College visits their Junior year and 3 "Official" College visits their Senior year. For the visits to become "Official," they must meet the requirements listed in **Sample A**. Ask the tour guide or in admissions for a school excuse on the day of your official visit.
***Please note:** Seniors must have their college visits completed by May 1 to be "Official."
 7. If your student has a chronic illness, (ex: IBS, Juvenile Arthritis, Epilepsy, Panic Disorder, etc.) please have your doctor provide a note stating the student's condition and that absences relating to that condition be officially excused for the current school year. If your student would get the flu, etc., that would not fall under the official excuse for 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.**

Sample A: (Required elements for an official college visit letter.)



This letter confirms that **John Smith** visited Capital University on **April 6, 2019.**

Signature from Admission Staff