



*Moreland Hills Elementary School*  
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Moreland Hills Parents & Guardians,

## **ALL PRE PLANNED ABSENCE HOURS**

are factored into the time missed from school according to the *Ohio HB 410*.

Although these absences may be “approved”, the time missed from school will be accrued and may result in an excused excessive absence attendance letter being mailed home if absence thresholds are met.

What is the definition of excessive absences?

Ohio Revised Code Section 3321.191(C)(1) defines excessive absences as a child of compulsory school age who “is absent with or without a legitimate excuse from the public school the child is supposed to attend for thirty-eight or more hours in one school month, or sixty-five or more hours in one school year.” A district should proactively utilize its intervention strategies with students who meet the standard for being excessively absent so that the district can get the student the support he or she may need to get to school every day to prevent the student from becoming truant.

- Absent **30** or more hours (**4** days) with or without a legitimate excuse;
- Absent **42** or more hours (**6** days) in one school month with or without a legitimate excuse;
- Absent **72** or more hours (**10+** days) in one school year with or without a legitimate excuse

# ORANGE CITY SCHOOLS PRE-PLANNED ABSENCE FORM

STEPS to COMPLETION:

1. Parents/students, complete and sign form
2. Have teachers complete and sign form
3. Return form to Attendance Office THREE (3) DAYS PRIOR to absence

Student Name: \_\_\_\_\_ Parent Ph#: \_\_\_\_\_ Date: \_\_\_\_\_  
 Student ID #: \_\_\_\_\_ Grade: \_\_\_\_\_

I, \_\_\_\_\_, request that my son/daughter be absent from school for \_\_\_\_\_ days;  
Parent Signature (# of days)  
 from \_\_\_\_\_ through \_\_\_\_\_  
(Inclusive)

CIRCLE REASON FOR ANTICIPATED ABSENCE:

1. Religious holiday
2. Emergency or set of circumstances which in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school; please explain \_\_\_\_\_
3. Special family circumstances
4. College visitations; name of school: \_\_\_\_\_
5. Family vacation
6. Other; please explain: \_\_\_\_\_

TEACHERS: Please sign below. Write any comments you wish to make.

Subject Missed	Teacher's Signature	Comments

See Student Handbook for rules regarding make-up work.

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 FOR OFFICE USE ONLY

\_\_\_\_\_ Date \_\_\_\_\_