



## ONLINE FORM FOR EXCUSED ABSENCES

Starting with the 2020 school year, parents will have access to a more convenient method to report their child's absence.

This initiative was requested by parents, School Board members, principals, the District Advisory Council and others. Phillip Shaver, Coordinator of District Attendance, helped build this infrastructure with I&T, OSPA, the Privacy Officer, after pilot testing

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## **What is new?**

- **Website:** "Report an Absence" page that clearly shows parents what the school needs to know and how parents can report the absence.
- **Online Form:** Available on each school website, parents can fill out a form that will send a notification to the school.
- **Absence Reporting Email Account:** Every school will have a unique email account dedicated to the online form for attendance.

## **Expected Impact on School Staff and Attendance Data:**

- As the school promotes the online form for reporting absences or email directly to parents, attendance clerks will have fewer voicemails for attendance. Attendance clerks will continue to manage the notes, voicemail, and online form/email.
- Total absences are expected to remain consistent based on the last 4 years of data (between 2.5 – 2.8 million absences in District).
- More excused absences, fewer unexcused absences. **This metric is associated with improved academic performance.**
- Fewer truancy interventions for parents who did not report an absence.
- Truancy interventions will continue. All reported absences must be reviewed by a person at the school. Students with a *pattern of nonattendance* can be required to provide physician's note.