



Ohio Administrative Code

Rule 3301-18-01 Calculating student attendance rate.

Effective: May 18, 2025

(A) "Student attendance rate" means the ratio of the number of enrolled students actually in attendance during the course of a school year to the number of enrolled students that school year.

(B) Enrolled student is defined as per division (C) of section 3317.03 of the Revised Code.

(C) "Instructional services" means alternative experiences or activities which are provided in accordance with board policy or an individualized education program (IEP) to meet the unique needs of the student. In designing such services, modifications may be made to provisions relating to instructional time, teaching credentials, and courses of study. For students with disabilities, such modifications must be made through the IEP team.

(D) The student attendance rate will be calculated by multiplying the sum of the total aggregate hours of attendance times one hundred and then dividing that product by the sum of the total aggregate hours of membership plus the total aggregate hours of unexcused absences.

(E) The total aggregate hours of membership is the sum of the total aggregate hours of attendance plus the total aggregate hours of excused absences.

(F) Total aggregate hours (of membership, attendance, excused absence, and unexcused absence) are the sum of the hours for the school district for all students in grades kindergarten through twelfth grade, including those students who the district is instructing and students who are residents of the district and are attending an educational service center, joint vocational school district (JVSD) or a post- secondary institution.

(G) Attendance hours for a student are defined as the actual number of hours the student was in attendance in the district for the entire year.

(1) Attendance hours shall include in-school suspensions, school sponsored field trips (including



extracurricular and cocurricular activities) that occur during the school day, and the number of hours a student received instructional services from the school district while expelled or while serving an out-of-school suspension. The time spent making up missed assignments while suspended does not count as attendance.

(2) Pupils absent for any reason not outlined in section (G)(1) should not be counted as in attendance.

(3) No pupils shall be counted as in attendance prior to the actual date of entry in the school. Any pupil permanently withdrawn from school shall not be counted in attendance after the date of such withdrawal.

(4) To have time counted as attendance hours, a student must be enrolled and be in attendance during the year or be on expulsion or suspension status and receiving instructional services from the school district.

(5) The daily attendance for a student who is attending school less than full-time may not exceed that portion of the day in which they are scheduled to attend. Fractional hours (to two decimal places) are permitted. This would include students receiving instructional services for less than full-time while expelled or during an out-of-school suspension.

(H) Excused absence hours for a student are defined as the number of hours the student was absent for excused reasons in the district for the entire year.

(1) An excuse for absence from school may be approved in accordance with one or more of the conditions specified in paragraph (B)(2) of rule 3301-69-02 of the Administrative Code.

(2) No pupils shall be counted as absent prior to the actual date of entry in the school.

(3) To have time counted as an excused absence, a student must be enrolled and have been in attendance during the year.

(4) Any pupil permanently withdrawn from school shall not be counted as absent after the date of



such withdrawal.

(5) The daily excused absence for a student who is attending school less than full-time may not exceed that portion of the day in which they are scheduled to attend. Fractional hours (to two decimal places) are permitted.

(6) Absences approved in accordance with section 3320.04 of the Revised Code are governed by that section.

(I) Unexcused absence hours for a student are defined as the number of hours the student was absent in the district for the entire year for any reasons not listed as excused in rule 3301-69-02 of the Administrative Code, including truancy.

(1) Absences due to out-of-school suspensions are considered unexcused if the district is not providing instructional services.

(2) No pupils shall be counted as absent prior to the actual date of entry in the school.

(3) To have time counted as an unexcused absence, a student must be enrolled and have been in attendance during the year.

(4) Any pupil permanently withdrawn from school shall not be counted as absent after the date of such withdrawal.

(5) The hourly unexcused absence for a student who is attending school less than full-time may not exceed that portion of the day in which they are scheduled to attend. Fractional hours (to two decimal places) are permitted. This would include students not receiving instructional services for less than full-time during an out-of-school suspension.

(J) Students who are expelled and not receiving instructional services are to be withdrawn from the district during the term of the expulsion.