



Ohio Administrative Code

Rule 3301-69-02 Excuses from school attendance.

Effective: December 23, 2017

(A) Regulations governing excuses from future school attendance:

(1) Pursuant to division (B) of section 3321.04 of the Revised Code, the superintendent of the local school district, may excuse a child over fourteen years of age from attendance for a future limited period for the purpose of performing necessary work directly and exclusively for the child's parents or legal guardians.

(2) Acceptable reasons for an excuse from future attendance may include the following:

(a) The existence of an emergency condition at home such as absence, illness or death of the parent or guardian of the child;

(b) Farm work of the parent or guardian during a time of the year in which the amount of farm work to be performed may be regarded as properly exceptional; or

(c) Inability of the parent or guardian to employ help in the family business. The determination of inability shall be made by the superintendent.

(3) Except for cases in which an excuse has already been approved by the superintendent, a child may not be granted the excuse described in paragraph (A)(1) of this rule if the child has not been in regular attendance at school during the current school year.

(4) Except for emergency situations in which there is insufficient time for a child to apply for an excuse from future attendance from school and for such a permit to be granted, no permit shall be issued for the excuse of a child from future attendance at school until proof is established to the satisfaction of the superintendent of the need for such absence. In cases of emergency, the student shall seek a permit as soon as possible.



(5) The excuse shall be limited to a period not to exceed thirty school hours and can be renewed for thirty additional hours. At no time, however, shall such excuses permit a student to be absent from school for a period of more than sixty consecutive hours. Renewals shall be granted at the discretion of the superintendent.

(6) Notwithstanding paragraph (A)(1) of this rule, no child shall be excused for any period of time when such absence would materially endanger the child's educational welfare and scholastic advancement. Such determination shall be made by the superintendent.

(7) The written request for the absence of a child for a future limited period of time and the reasons for such absence, as stated by the parent or guardian over his/her signature, shall be filed by the parent or guardian with the superintendent in the district from which the child is seeking to obtain an excuse from school. Requests for absence may be filed with the superintendent by the principal or teacher of the school or schools under the administration of such superintendent when requested by the parent or guardian. A copy of the excuse shall be sent to the person in charge of the child.

(8) The absence from school shall apply to only those hours specified by the superintendent. Such absence can begin only after the permit is granted in writing by the superintendent except in emergency situations in which there is insufficient time for a child to apply for an excuse from future attendance from school and for such a permit to be granted. In cases of emergency, the student shall seek a permit as quickly as possible.

(9) Notwithstanding paragraphs (A)(5) and (A)(6) of this rule, at the discretion of the superintendent, a student may be excused for a longer period of time than sixty school hours if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. In such cases, the superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.

(B) In this paragraph are additional conditions governing the issuance of excuses for absence from school:

For purposes of this paragraph, "approving authority" includes the person or office designated by the principal, superintendent, or local policy that in a given school reviews student absenteeism on a



day-to-day basis and either approves or denies a student's reason for being absent from school.

(1) The parent or guardian must provide an explanation for the absence, which shall be recorded by the approving authority of the school and shall include the date and time of the absence.

Emancipated youth and married children under the age of eighteen may provide the explanation for their absence from school to the approving authority;.

(2) An excuse for absence from school may be approved on the basis of one or more of the following conditions:

(a) Illness of the child. The approving authority may require the written statement of a physician/mental health professional if it is deemed appropriate;

(b) Illness in the family necessitating the presence of the child. The approving authority may require the written statement of a physician and an explanation as to why the child's absence was necessary, if it is deemed appropriate;

(c) Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as determined by the proper health officials;

(d) Death of a relative. The absence arising from this condition is limited to a period of eighteen school hours unless a reasonable cause may be shown by the applicant child for a longer absence;

(e) Medical or dental appointment. The approving authority may require the written statement of a physician or dentist if it's deemed appropriate;

(f) Observance of religious holidays. Any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs;

(g) College visitation. The approving authority may require verification of the date and time of the visitation by the college, university, or technical college;

(h) Absences due to a student's placement in foster care or change in foster care placement or any



court proceedings related to their foster care status;

(i) Absences due to a student being homeless; or

(j) Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.