



**OLMSTED FALLS SCHOOL DISTRICT  
ATTENDANCE POLICIES & PROCEDURES  
GRADES 1-12**

The attendance policies and procedures of the Olmsted Falls School District are aligned across the district for students in grades 1 to 12. This alignment provides consistency from building to building as it relates to coding of absences, as well as, adheres to guidelines for state attendance reporting.

The following attendance procedures are in effect for all students attending Falls-Lenox, Olmsted Falls Intermediate School, Olmsted Falls Middle School and Olmsted Falls High School:

**Coding for Tardy, ½ Day AM and ½ Day PM:**

**Tardy:** Any student entering the building within 90 minutes of the first bell will be considered tardy.

**½ Day AM Absence:** Any student entering the building after the first 90 minutes of the school day, will be marked with a ½ day AM Absence.

**½ Day PM Absence:** Any student leaving the building prior to the last 90 minutes of the school day will be marked with a ½ day PM absence.

**\*In the case of a doctor's appointment:** If the student has a doctor's appointment and is out of school for **less than two hours**, it will not be counted as an absence if a doctor's note is provided upon his/her return. If a doctor's appointment runs **longer than two hours**, it will be coded as either a ½ day excused absence (with a doctor's note) or a ½ day unexcused absence (without a doctor's note).

All student absences are **unexcused** in PowerSchool **until changed** to excused by the attendance secretary **based upon parent contact**.

Students may be excused from school for up to 5 days each school year for vacation with prior approval. Vacation days in excess of 5 days will be considered unexcused unless approved by school administration.

If any student reaches 10 days of absences in the school year (either excused or unexcused), all future absences during the same school year will be considered UNEXCUSED unless a doctor's note is provided to the school.

**Any student with continuous unexcused absences for 105 school hours will be withdrawn from school.**

**Student absences due to weather conditions, confirmed by parent contact, are considered EXCUSED absences.**

Olmsted Falls School District uses the PowerSchool automated phone system to notify parents/guardians of unexcused absences. Please Note: ECC, Falls-Lenox and OFIS will make additional follow up calls AFTER automated calls are sent, if parent still does not call back.