

LIBERTY UNION - THURSTON SCHOOLS
 1108 SOUTH MAIN STREET, BALTIMORE, OHIO 43105

SCHOOL YEAR 2015-2016

GRADE _____

Dear Parent(s) / Guardian(s):

Ohio Law (SB321) now requires that schools notify parents / guardians when students are absent from school. To implement the provisions of the bill, parents or guardians are asked to call the school during the designated times to alert the school that the student will be absent on that particular day and the reasons for the absence. Parents or guardians are also asked to provide telephone numbers where they can be reached or an alternate designated person / telephone number. Please indicate below the telephone numbers the school should call.

PARENT / GUARDIAN NOTIFICATION FORM			
Student Name:		Student Birth Date:	
Student Permanent Address:	PO Box	Student Home Phone Number:	
City:			
Zip:			
Mother's (Guardian's) Information		Father's (Guardian's) Information	
Name		Name	
Address		Address	
Home Phone ()		Home Phone ()	
Cell Phone ()		Cell Phone ()	
Place of Employment		Place of Employment	
Employment Phone		Employment Phone	
E-Mail		E-Mail	
Alternate Local Contact Person			
1 st Alternate Name		2 nd Alternate Name	
1 st Alternate Phone ()		2 nd Alternate Phone ()	
1 st Alternate Relationship		2 nd Alternate Name ()	
Bus Information			
Home Address Bus Info		Sitter / Other Address Bus Info	
AM Bus #	PM Bus #	AM Bus #	PM Bus #
Other Bus Info:			
Student Babysitter Information			
Name		Phone ()	
Address			
Other Information			

[Adopted: January 10, 2000]
 [Revised: October 8, 2007]
 [Reviewed: October 10, 2011]
 [Reviewed: January 14, 2013]

STUDENT ATTENDANCE ACCOUNTING
(Missing and Absent Children)

The Board believes in the importance of trying to decrease the number of missing children; therefore, efforts are made to identify missing children and to notify the proper adults or agencies.

Except where required by State law, at the time of initial entry into school, a student shall present to the person in charge of admission an official copy of a birth certificate and copies of those records pertaining to him/her which were maintained by the school which he/she most recently attended. In lieu of a birth certificate, birth documentation may include:

1. a passport or attested transcript thereof filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child;
2. an attested transcript of the certificate of birth;
3. an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child;
4. an attested transcript of a hospital record showing the date and place of birth of the child or
5. a birth affidavit.

Except where required by State law, if the student does not present copies of the required documents, the principal shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if that district does not send the records within 14 days, the principal shall notify the law enforcement agency having jurisdiction in the area where the student resides of the possibility that the student might be a missing child.

The primary responsibility for supervision of a student resides with his/her parent(s). The staff provides as much assistance as is reasonable to parents with this responsibility.

Parents must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The principal or his/her designee is also required to notify a student's parent(s) when the student is absent from school. The parent(s) or other responsible person shall be notified by telephone or written notice, which is mailed on the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, home address and any emergency telephone numbers.

The Board designates the Superintendent to develop informational programs for students, parents and community members relative to the subject of missing children.

[Adoption date: January 10, 2000]
 [Reviewed: October 10, 2011]
 [Reviewed: January 14, 2013]
 [Revised: April 13, 2015]

LEGAL REFS.: ORC 109.65
 2901.30
 3313.205; 3313.672; 3313.96
 3319.321; 3319.322
 3321.12
 3705.05

CROSS REFS.: JEC, School Admission
 JECAA, Admission of Homeless Students
 JED, Student Absences and Excuses
 JEDB, Student Dismissal Precautions
 JHF, Student Safety