



Dr. Jennifer McCormick
Superintendent of Public Instruction

DEPARTMENT OF EDUCATION

Working Together for Student Success

MEMORANDUM

TO: Superintendents, Principals and School Nurses
FROM: Robin LeClaire, Director of School Improvement
Lisa Truitt, State Attendance Officer
Jolene Bracale, Program Coordinator for Student Health Services
DATE: July 31, 2019
SUBJECT: Report of Absenteeism In Excess of 20% (Illnesses and Health Symptoms)

This memorandum is a reminder to report to the Indiana Department of Education's Chief State Attendance Officer and to your local health department absences greater than 20% (511 IAC 1-2-2). The reporting requirement is by individual school, not corporation.

The report can be completed and submitted electronically to the IDOE by clicking [here](#).

You are not required to report absences greater than 20% on days immediately before or after a school vacation day.

Additionally, if you are considering closing a school, for any health related reason, schools are encouraged to complete the "[School Closure Consideration Form](#)". This form will automatically be sent to the Director of School Accreditation and the Program Coordinator for Student Health Services who will be able to assist you with your decision.

Please contact Robin LeClaire, Director of School Improvement at 317-232-0524, rlcnaire@doe.in.gov or Lisa Truitt, State Attendance Officer at 317-233-6016, LTruitt1@doe.in.gov, or Jolene Bracale, Program Coordinator for Student Health Services at 317/232-0541, jbracale@doe.in.gov if you need additional information.

Indiana Department of Education

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