



Dr. Jennifer McCormick
Superintendent of Public Instruction

DEPARTMENT OF EDUCATION

Working Together for Student Success

MEMORANDUM

TO: Superintendents and Principals
FROM: Robin LeClaire, Director of School Improvement
Lisa Truitt, State Attendance Officer
SUBJECT: Exempt Absences
DATE: May 29, 2019

In response to recent inquiries, this memorandum is to clarify absences that are exempt (students counted as present) and absences that are excused under the school's local attendance policy.

Exempt (students are counted as present)

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student: In each of the following circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school:

- Serving as a page or honoree of the General Assembly (IC 20-33-2-14)
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15)
- Subpoenaed to testify in court (IC 20-33-2-16)
- Serving with the National Guard for no more than 10 days (IC 20-33-2-17)
- Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)
- Approved Educationally Related Non-Classroom Activity (IC 20-33-2-17.5).
- The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7)

Non Exempt Absences (students are excused and reported as absent)

- Certificate of Incapacity Form – the form is used to provide the school with information that a student will be absent from school and documents the medical condition. The absence should be excused with medical documentation.
- Funeral/Bereavement
- School Nurse requests that parent pick up student
- Weather related
- Other reasons not specifically listed in statute under the exempt category

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Other Absences

- If medical documentation verifies that the student will be absent for 20 or more days, the school is required to provide homebound instruction to the student on the days that the student is out due to injury or temporary, or chronic illness (511 IAC 7-42-12). If homebound instruction is provided by a licensed teacher, then the student is counted as present.
- Out of School Suspension/Expulsion – the student is not reported as present or absent. The student should be reported on the Suspension/Expulsion data collection

If you need additional information, please contact Robin LeClaire at 317/232-0524, rleclaire@doe.in.gov or Lisa Truitt at 317-233-6016, ltruitt1@doe.in.gov.