



Dr. Jennifer McCormick
Superintendent of Public Instruction

DEPARTMENT OF EDUCATION

Working Together for Student Success

MEMORANDUM

TO: Superintendents, Principals and School Nurses
FROM: Catherine Danyluk, Director & State Attendance Officer
Jolene Bracale, Student Health Services Specialist
DATE: December 21, 2018
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 State Attendance Officer and to your local health department absences greater than 20% (512 IAC 1-2-2). The reporting requirement is by individual school, not corporation.

The report can be completed and submitted electronically 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 Catherine Danyluk, State Attendance Officer, cdanyluk@doe.in.gov, or Jolene Bracale, Program Coordinator for Student Health Services at jbracale@doe.in.gov if you need additional information.

Indiana Department of Education

Indiana State Capitol • 200 W Washington Street, Room 225 • Indianapolis, IN 46204

doe.in.gov