

STUDENT ATTENDANCE ACCOUNTING (MISSING AND ABSENT CHILDREN)

The Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

Except where required by State law, a pupil, at the time of his/her initial entry to school, shall present to the person in charge of admission a copy of his/her certificate of birth and copies of those records pertaining to him/her maintained by the school that 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, a school official shall, within 24 hours of the pupil's entry into the school, request the pupil's official records from the school he/she most recently attended. If the school the pupil claims to have most recently attended indicates that it has no records of the pupil's attendance or the records are not received within 14 days of the date of request, then the Principal shall notify the police department having jurisdiction in the area where the student resides of this fact and of the possibility that the student may be a missing child. The admission officer will use his/her own judgment as to whether the child will be admitted to school. ORC 3313.64 should be consulted when making the decision.

The primary responsibility for supervision of a student rests with his/her parent(s) or guardian(s). The school district staff will provide the assistance it can to parents and guardians with this responsibility.

Parent(s)/guardian(s) 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 parents, custodial parent, guardian, legal custodian or other person responsible for him/her when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice shall be 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 and home addresses, as well as emergency telephone numbers. The home address must be kept current.

Further, ORC 3319.322 requires school principals to request any person authorized to take student photographs to provide wallet size photographs of each student for insertion in his/her file as well as a picture for the office files.

The Board shall designate the superintendent to develop Informational Programs for students, parents, and community members relative to missing children issues and matters.

Adopted: April, 1985
 Revised: September, 1987
 Reviewed: October 16, 2002
 Reviewed: January 22, 2003
 Revised: March 18, 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

Columbia Schools, Columbia Station, Ohio