



## Ohio Administrative Code

### Rule 3301-69-02 Excuses from school attendance.

Effective: [March 23, 2023](#)

---

(A) Regulations governing excuses from future school attendance:

(1) Pursuant to division (B) of section 3321.04 of the Revised Code, the superintendent of the local school district may excuse a child over fourteen years of age from attendance for a future limited period for the purpose of performing necessary work directly and exclusively for the child's parents or legal guardians or custodians.

(2) Acceptable reasons for an excuse from future attendance may include the following:

(a) The existence of an emergency condition at home such as absence, illness or death of the parent, legal guardian, or custodian of the child;

(b) Farm work of the parent, legal guardian, or custodian during a time of the year in which the amount of farm work to be performed may be regarded as properly exceptional; or

(c) Inability of the parent, legal guardian, or custodian to employ help in the family business. The determination of inability shall be made by the superintendent.

(3) Except for cases in which an excuse has already been approved by the superintendent, a child may not be granted the excuse described in paragraph (A)(1) of this rule if the child has not been in regular attendance at school during the current school year.

(4) Except for emergency situations in which there is insufficient time for a child to apply for an excuse from future attendance from school and for such a permit to be granted, no permit shall be issued for the excuse of a child from future attendance at school until proof is established to the satisfaction of the superintendent of the need for such absence. In cases of emergency, the parent, legal guardian, or custodian, as defined in section 2151.011 of the Revised Code, shall seek a permit as soon as possible.



(5) The excuse shall be limited to a period not to exceed thirty school hours and can be renewed for thirty additional hours. At no time, however, shall such excuses permit a child to be absent from school for a period of more than sixty consecutive hours. Renewals shall be granted at the discretion of the superintendent.

(6) Notwithstanding paragraph (A)(1) of this rule, no child shall be excused for any period of time when such absence would materially endanger the child's educational welfare or scholastic advancement. Such determination shall be made by the superintendent.

(7) The written request for the absence of a child for a future limited period of time and the reasons for such absence, as stated by the parent, legal guardian or custodian over his/her signature, shall be filed by the parent, legal guardian or custodian with the superintendent in the district from which the child is seeking to obtain an excuse from school. Requests for absence may be filed with the superintendent by the principal or teacher of the school or schools under the administration of such superintendent when requested by the parent, legal guardian or custodian. A copy of the excuse shall be sent to the person in charge of the child.

(8) The absence from school shall apply to only those hours specified by the superintendent. Such absence can begin only after the permit is granted in writing by the superintendent except in emergency situations in which there is insufficient time for a child to apply for an excuse from future attendance from school and for such a permit to be granted. In cases of emergency, the parent, legal guardian, or custodian shall seek a permit as quickly as possible.

(9) Notwithstanding paragraphs (A)(5) and (A)(6) of this rule, at the discretion of the superintendent, a child may be excused for a longer period of time than sixty school hours if a child's parent, legal guardian, or custodian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. In such cases, the superintendent may request a certificate of a physician attesting to the physical condition of the parent, legal guardian, or custodian.

(B) In this paragraph are additional conditions governing the issuance of excuses for absence from school:



For purposes of this paragraph, "approving authority" includes the person or office designated by the principal, superintendent, or local policy that in a given school reviews student absenteeism on a day-to-day basis and either approves or denies a child's reason for being absent from school.

(1) The parent, legal guardian, or custodian must provide an explanation for the absence, which shall be recorded by the approving authority of the school and shall include the date and time of the absence according to local policy. Emancipated youth and married children under the age of eighteen may provide the explanation for their absence from school to the approving authority;

(2) An excuse for absence from school may be approved on the basis of one or more of the following conditions:

(a) Illness of the child. The approving authority may require the written statement of a physician/mental health professional if it is deemed appropriate;

(b) Illness in the family necessitating the presence of the child. The approving authority may require the written statement of a physician and an explanation as to why the child's absence was necessary, if it is deemed appropriate;

(c) Quarantine in the home. The absence of a child from school under this condition is limited to the length of quarantine as determined by the proper health officials;

(d) Death of a relative. The absence arising from this condition is limited to a period of eighteen school hours unless a reasonable cause may be shown by the applicant child for a longer absence;

(e) Medical, behavioral or dental appointment. The approving authority may require the written statement of a physician, mental health professional, or dentist if it is deemed appropriate;

(f) Observance of religious holidays. A child shall be excused if the child's absence was for the purpose of observing a religious holiday consistent with the truly held religious beliefs of the child or the child's family;



- (g) College visitation. The approving authority may require verification of the date and time of the visitation by the college, university, or technical college;
  
- (h) Pre-enlistment reporting to military enlistment processing station. The approving authority may require verification of the date and time of the reporting;
  
- (i) Absences due to a child's placement in foster care or change in foster care placement or any court proceedings related to the child's foster care status;
  
- (j) Absences due to a child being homeless;
  
- (k) Children of military families. Absences due to deployment activities of a parent, legal guardian, or custodian consistent with section 3301.60 of the Revised Code; or
  
- (l) Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.