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SUBJECT: Policy on Absence Reporting For All DoDDS Students

References:

- (a) EUCOM Directive (May 2004)
- (b) DoDDS-Europe Absentee Reporting Policy (May 2004)
- (c) USAFE Strategic Plan on Dependent Education & Implementation Plan, 2000-2006

- A. **PURPOSE:** To establish a USAFE policy on responsibility and procedures for Absence Reporting for all DoDDS students.

- B. **APPLICABILITY:** In accordance with reference (a), the provisions of this guidance apply to all DoDDS-Europe schools and commands within USAFE Command. This reference guidance applies to the education, safety, and enforcement of student attendance based upon the responsibility of the parent, school, and community. The requirement to report student absenteeism accomplishes successful force protection in that parents know where family members are at all times.

- C. **DEFINITIONS:** Absenteeism is categorized in accordance with reference (a) by establishing the value associated with education, safety, and enforcement of student attendance.
 - 1. **Planned Absences:** Family vacation and planned doctor appointments.

 - 2. **Unplanned Absences:** Illness, Family Emergency, and unplanned doctor appointments.

 - 3. **Late Arrival:** Tardiness.

- D. **POLICY:** It is EUCOM and DoDDS-Europe policy that adequate absence reporting plans be provided for all USAFE schools. Assigned personnel with family members attending DoDD schools within USAFE will notify their children's school of planned absences, unplanned absences, or late arrivals. Parents are required to ensure current contact information is on file at their children's school at any time. If information is not current/correct, DoDDS will initiate contact through the command post and/or supervisory chain. Commanders will counsel and initiate appropriate disciplinary action for repeat occurrences.
 - 1. **Planned Absences** will be reported to the child's school no later than the day prior to the expected lack of attendance.

2. Unplanned Absences will be reported to the student's school before 0800 on the day of the absence.
3. Late Arrivals will be reported to the child's school prior to 0800 on the date of tardiness.

E. RESPONSIBILITIES:

1. Local Installation/Base Commanders shall:
 - a. Identify and designate mode of publicizing the new absence reporting policy supported by DoDDS and base command.
 - b. Identify and designate mode of keeping student/parent emergency information current at each school.
 - c. Establish counseling and disciplinary action in case of unreported absences.
 - d. Establish mode of communication from DoDDS to command post (i.e. Installation Schools Liaison Office) for management of unreported absences and inaccessible sponsors.
2. DoDDS Principals shall:
 - a. Establish attendance-taking policy for all students in each classroom by all teachers.
 - b. Maintain an accurate and current database for parent emergency information.
 - c. Ensure attendance of all students to execute force protection policies within DoDDS.
3. Installation Schools Liaison Officer shall:
 - a. Publicize Absence Reporting policy through installation media outlets.
 - b. Support DoDDS in locating parents and their children, due to incorrect contact information at the school, through command post.