DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
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August 10, 2006

MEMORANDUM FOR DISTRICT SUPERINTENDENTS

SUBJECT: Reporting Student Absence from School

Child advocacy and force protection concerns necessitate a standardized DoDDS Europe procedure for reporting student absence from school to parents when the absence is unplanned.

EUCOM has expressed a need for a standard reporting requirement on the part of parents to report student absence from school. EUCOM will be requiring parents or guardians to notify their child's school of absences or late arrivals and ensure current contact information is on file at their child's school at all times. If contact information is not found current/correct, schools will initiate contact through the chain-of-command. When the military chain-of-command is involved, commanders will execute appropriate counseling and/or disciplinary action. EUCOM expects the following standards to meet minimum notification requirements:

a. Planned absences will be reported by the parents to the child's school no later than the day prior to the expected absence.
b. Unplanned absences will be reported to the child's school within one hour of the start of school on the day of the absence.
c. Late arrivals will be reported to the child's school within one hour of the start of school on the day of the tardiness.

In the event that a child does not have a planned absence from school and is reported by the classroom teacher to be absent, DoDDS-Europe will initiate the following procedures:

a. By 10 AM of the day of the unplanned absence, the school will contact the parent to report the child's absence.
b. If the school cannot contact the parent they should begin contacting all names on the contact list.
c. If contact information is not current/correct, DoDDS-E will initiate contact through the chain of command.

The expectations in this memorandum apply to all parents and school personnel beginning school year 2006-2007. This guidance directly supports the education, safety and enforcement of student attendance by outlining the shared responsibility for parents and schools. The requirement to report absenteeism also reinforces sound force protection measures.

Diana J. Ohman
Director, DoDDS-E

cc:
Service SLOs