

In accordance with [OAC 210:10-13-25](#) approved by Governor Stitt and adopted into rule on June 2, 2020, the Office of Accountability is opening a Medical Exemption Verification Window to allow districts to report absences determined medically exempt as outlined below.

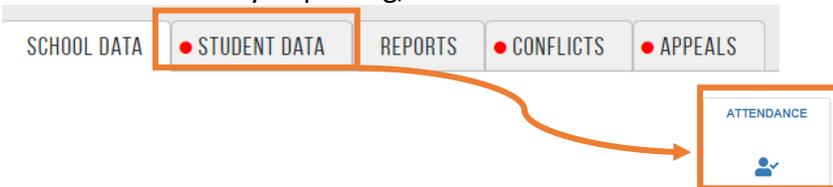
g. Reporting absences determined medically exempt to the State Department of Education.

A school district or charter school that has adopted a chronic absenteeism medical exemption policy in accordance with this Section, and has determined under the policy that one or more student absences are medically exempt from inclusion in the chronic absenteeism indicator, shall report such absences determined medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability. To ensure that an absence which has been determined eligible for a medical exemption by a school district's medical exemption review committee is identified as exempt in sufficient time for the absence to be excluded from the chronic absenteeism calculation, the Office of Accountability may set an annual deadline for the reporting of such medically exempt absences. The reporting of absences identified under a district's policy as medically exempt may require the submission of the district's chronic absenteeism medical exemption policy and documentation of the medical exemption review committee's approval of the exempted absences. **All documentation considered during the medical exemption review committee's consideration of potentially eligible absences shall be maintained by the school district or charter school and shall be available to regional accreditation officers for auditing purposes.**

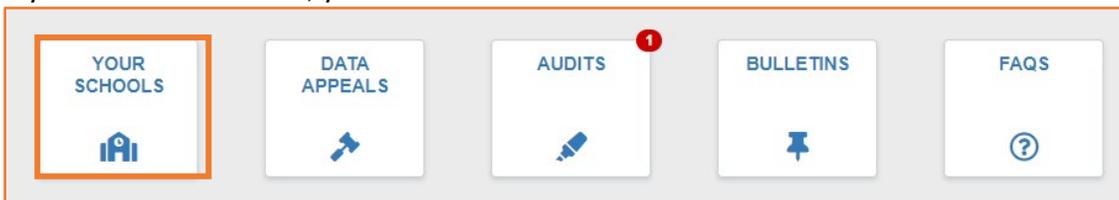
The Medical Exemption Reporting Application can be accessed by signing into your Single Sign-On account and choosing Accountability Reporting.



From Accountability Reporting, STUDENT DATA and then choose **ATTENDANCE**.



If you are a district user, you will need to Click on **YOUR SCHOOLS** and choose a school.



This will open a spreadsheet that shows attendance data for all students enrolled at your site.

SITE Name
Full Code

YEAR 2020 ▾

Check that YEAR 2020 is showing in the drop down under your Site Name and Full Code at the top of the spreadsheet.

Filter the data so that it shows FAY Students that missed 10% or more of the instructional days offered through the school calendar following the steps outlined below.

Displaying Chronically Absent and FAY

- Step 1:** Click the Absence Rate column and the click the ▲ to filter Absence Rate column from Highest to Lowest
- Step 2:** Type a 0 in the NFAY column and hit enter.

Grade Level	Process Include	NFAY ▲	Calendar	Absence Rate	Days Enrolled	Days Absent	Request Count
01	Y	0	View	20.24%	168	34.0	0
02	Y	0	View	19.62%	158	31.0	0
02	Y	0	View	16.96%	168	28.5	0
01	Y	0	View	15.18%	168	25.5	0
03	Y	0	View	15.06%	166	25.0	0

Students who have absence rates at or above 10% are identified by a red box in the Absence Rate column. Clicking on [View](#) in the Calendar column opens a window that displays a visual enabling you to look for patterns in the student's absences as shown in the figure below.



Before creating a medical exemption for a particular student make sure that it aligns to the Medical Exemption guidance outlined in [OAC 210:10-13-25](#) and stated below.

(a) **Authorization of policy establishing a medical exemption from chronic absenteeism.** A public school district or charter school may establish a policy providing that student absences which are due to a significant medical condition (a severe, chronic, or life-threatening physical or mental illness, injury, or trauma) may be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable student's school site upon determination of eligibility by a medical exemption review committee formed by the district or charter school. A chronic absenteeism medical exemption policy adopted by a public school district or charter school shall be developed in accordance with the guidelines in this Section.

(b) **Definitions.** The following words and terms, when used in this Section, shall have the following meaning, unless the context clearly indicates otherwise:

(1) **"Chronic absenteeism"** means absence from school at least ten percent (10%) of the time that school is in session and the student is included in membership, eighteen (18) or more days on a 180 day school calendar or ten percent (10%) or more of school days on a 1,080 hours school calendar.

(2) **"Significant medical condition"** means, for the purposes of this Section, a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma.

(c) **Not all excused absences qualify for medical exemption.** Certain student absences are classified as "excused" under state law and/or school policies, meaning that a student is considered absent for a valid reason under law or policy and the absence may not be associated with any penalties to the student. Examples include medically documented absences, which are considered excused under 70 O.S. § 10-105(B), and absences related to the military deployment activities of a student's parent or guardian, which are excused under 70 O.S. § 510.1(V)(E). If a student is absent in relation to their own or their household's homeless status, such related absences should be excused pursuant to the federal McKinney-Vento Act so the related absences do not serve as a barrier to enrollment or retention. These and other types of absences considered under law or policy as a valid basis to be absent from school should be indicated as "excused" in a school's student information system. However, the classification of an absence as "excused" such that no penalties accrue to a student in relation to the absence does not automatically qualify the absence for a medical exemption for purposes of the chronic absenteeism indicator. In order to be eligible for consideration under a chronic absenteeism medical exemption policy, an absence must fall under the definition of "significant medical condition" given in this Section.

(d) **Absences from school that do not accrue toward chronic absentee status** A student with disabilities who is on an Individualized Education Program (IEP), or a student with a physical or mental impairment who is on a Section 504 Plan, is considered in attendance and does not accrue absences while receiving offsite services outlined in the IEP or Section 504 plan. A student on an IEP or Section 504 Plan whose condition worsens or who requires more frequent treatments should have their IEP or Section 504 Plan updated accordingly. A student who is receiving homebound education services from their school district is considered in attendance and does not accrue absences while in homebound status.

Creating Medical Exemption Requests

To report medical exemptions that have been approved by your medical exemption review committee (in accordance with [OAC 210:10-13-25](#)) for a particular student, click on the student's STN.

This will open a window that displays the student's attendance history, as shown in the example below. A student's attendance history helps you know how much instructional time may have been lost over the course of enrollment at your site.

Request Exemption boxes will only show for 2020. To request an exemption, click on the box or boxes that correspond to the approved Absence Date/s.

School Year	Grade Level	Full Code	NFAY	Days Enrolled	Days Absent	Request Exemption	Absent Date	Local Attendance Code	Attendance Status	Attendance Note
2020	04	721013105	2	24	1.0	<input type="checkbox"/>	2020-02-12	ABV	Excused	Ill per mom
2020	04	721013105	2	24	1.0	<input type="checkbox"/>	2020-02-11	ABV	Excused	Asthma problems per mom
2020	04	721013105	2	24	1.0	<input type="checkbox"/>	2020-02-10	ABV	Excused	Asthma problems per mom
2020	04	721013105	2	24	1.0	<input type="checkbox"/>	2020-02-07	ABU	Unexcused	Lvm regarding abs
2020	04	721013105	2	24	1.0	<input type="checkbox"/>	2020-01-28	ABV	Excused	Ill per mom
2020	04	721013105	2	24	0.5	<input type="checkbox"/>	2020-01-22	ABV	Excused	Checkin 11:54 AM thought school was cancelled
2020	04	721013105	2	24	1.0	<input type="checkbox"/>	2020-01-17	ABU	Unexcused	no answer; left vm
2020	04	721013105	2	24	1.0	<input type="checkbox"/>	2020-01-15	ABV	Excused	Ill per mom
2020	04	721013105	2	24	1.0	<input type="checkbox"/>	2020-01-14	ABV	Excused	Ill per mom

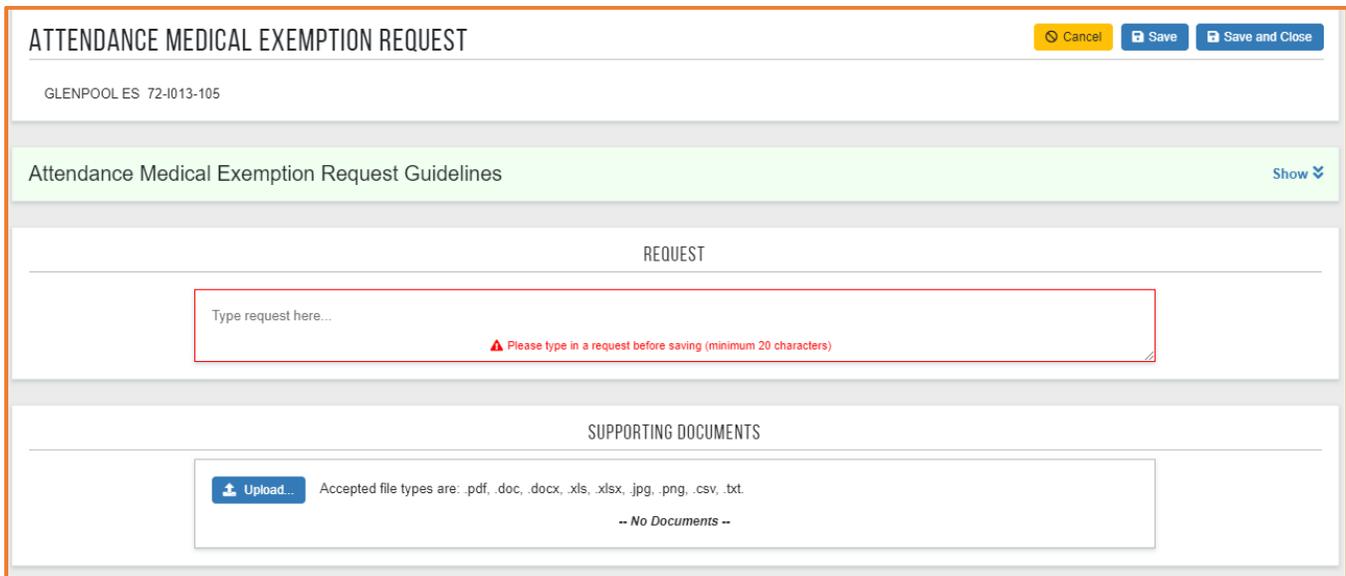
Click the **Create Exemption Request** button at the top of the spreadsheet.

When you request an exemption, you will notice that the **Create Exemption Request Button** turns blue and an orange circle showing the number of exemption requests appears.

This will open a new window that allows you to explain your request and upload supporting documentation. Type your request for approval for the exemption/s in the Request text box. Please include absence date/s approved, the date/s local Medical Exemption Committee approved exemption/s and reason/s for medical exemption based on your Board Policy and [OAC 210:10-13-25](#) guidance.

Upload your district's chronic absenteeism medical exemption policy and documentation of the medical exemption review committee's approval for the exempted absences.

Remember that all documentation considered during the medical exemption review committee's consideration of potentially eligible absences shall be maintained by the school district or charter school and shall be available to regional accreditation officers for auditing purposes.



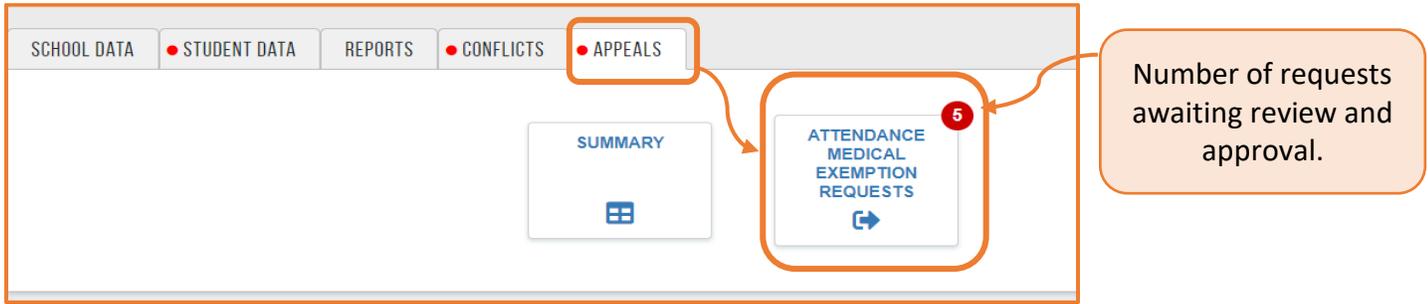
The screenshot shows a web form titled "ATTENDANCE MEDICAL EXEMPTION REQUEST". At the top right, there are buttons for "Cancel", "Save", and "Save and Close". Below the title, the user information "GLENPOOL ES 72-1013-105" is displayed. A section titled "Attendance Medical Exemption Request Guidelines" has a "Show" button with a dropdown arrow. The "REQUEST" section contains a text input field with the placeholder "Type request here..." and a red error message: "Please type in a request before saving (minimum 20 characters)". The "SUPPORTING DOCUMENTS" section features an "Upload..." button and lists accepted file types: ".pdf, .doc, .docx, .xls, .xlsx, .jpg, .png, .csv, .txt". Below this list, it says "-- No Documents --".

Hit the **Save and Close** button to return to the original display and make a request for another student. Please note that you only need to upload your Board approved medical exemption policy once and then you can reference the request ID in the Request text box for additional approval requests.

Once created, requests must be approved by a district user before these absences records can be amended. Use the steps outlined on the next page. It is recommended that someone other than the user creating the request approve the request to allow for cross checking.

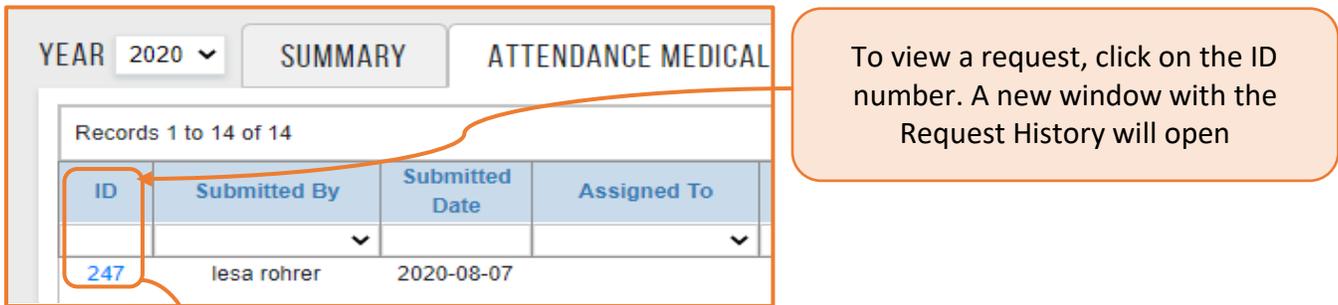
Approving Attendance Medical Exemption Requests

District Users can access and approve, deny or request additional information for submitted requests by choosing a School, clicking on the APPEALS tab and then choosing ATTENDANCE MEDICAL EXEMPTION REQUESTS, as shown in the example.



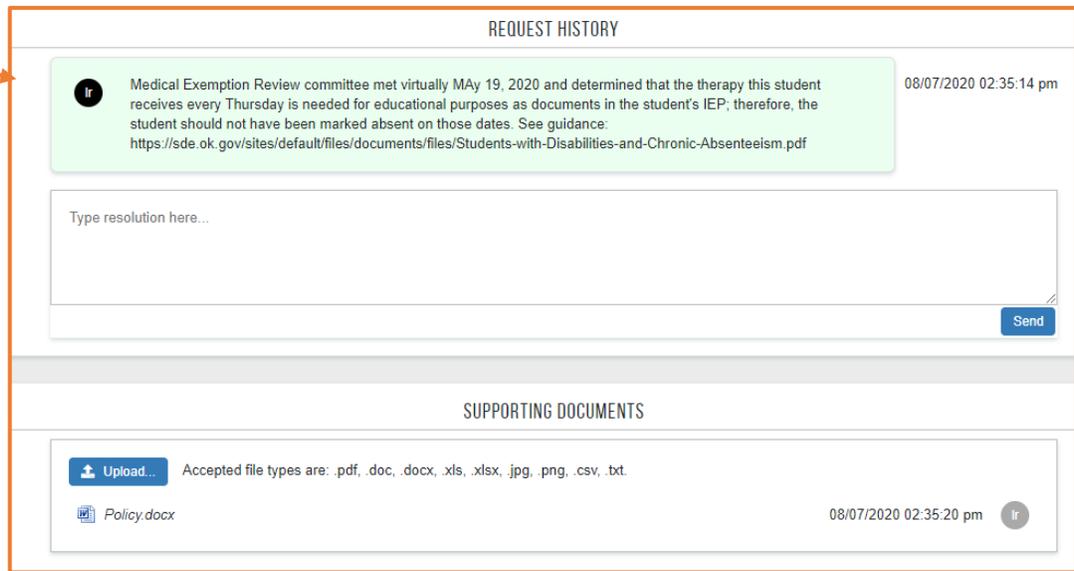
Number of requests awaiting review and approval.

This will open a spreadsheet displaying requests ready for review, as shown below.



To view a request, click on the ID number. A new window with the Request History will open

ID	Submitted By	Submitted Date	Assigned To
247	lesa rohrer	2020-08-07	



REQUEST HISTORY

Medical Exemption Review committee met virtually May 19, 2020 and determined that the therapy this student receives every Thursday is needed for educational purposes as documents in the student's IEP; therefore, the student should not have been marked absent on those dates. See guidance: <https://sde.ok.gov/sites/default/files/documents/files/Students-with-Disabilities-and-Chronic-Absenteeism.pdf>

08/07/2020 02:35:14 pm

Type resolution here...

Send

SUPPORTING DOCUMENTS

Upload... Accepted file types are: .pdf, .doc, .docx, .xls, .xlsx, .jpg, .png, .csv, .txt.

Policy.docx 08/07/2020 02:35:20 pm

After reviewing the documentation,

- use the vertical scroll bar on the right side to scroll down to the bottom of the page;
- use the horizontal scroll bar at the bottom of the page to scroll right.

STUDENT ATTENDANCES									
DAY	Days Absent	Days Enrolled	Local Attendance Code	Description	Attendance Status	Absent Date	Attendance Note	Grant	Deny
0		168	ABV		Excused	2019-12-03	out of town; dr appt for brother	✓ Grant	✗ Deny
0		168	ABV		Excused	2019-12-04	out of town; dr appt for brother	✓ Grant	✗ Deny

Grant or deny each request by clicking on the Grant or Deny button beside each date.

Attendance Status	Absent Date	Attendance Note	Grant	Deny
▼				
Excused	2019-08-29	therapy sunshine center every thursday	✓ Grant	✗ Deny
Excused	2019-09-12	therapy today every Thursday	✓ Grant	✗ Deny
Excused	2019-09-19	Therapy every Thursday	✓ Grant	✗ Deny
Excused	2019-10-03	Therapy every Thursday	✓ Grant	✗ Deny

Once you have granted or denied each absence record in the request, type your resolution in the **REQUEST HISTORY** section and click the Send button.

 all absence requests were granted, no additional information was needed. 08/07/2020 03:29:35 pm

Type resolution here...

Lastly, go back to the top of the page and change the assignment and status as shown below.

Change the **STATUS** to Closed or Need Additional Information

Add your name beside **ASSIGNED TO** using the drop down menu

STATUS: Open ▼ 08/07/2020 02:35:14 pm 

ASSIGNED TO: (None) ▼

Return to the Attendance Medical Exemption Request page and repeat steps.

If you have any questions, please reach out to the Office of Accountability at accountability@sde.ok.gov or call 405-522- 5169.