

**MEDICAL EXEMPTION REVIEW COMMITTEE  
PROCESS FOR ELIGIBLE EXEMPTIONS  
AND DOCUMENTATION FOR DECISION**

Members of the committee shall adhere to the Family Educational Rights and Privacy Act (FERPA) with regard to the review of confidential student records. The committee will review student absences and make a determination as to which absences may qualify as an absence for a severe medical condition and as a result be exempt from inclusion in the calculation of the chronic absenteeism indicator of the applicable student’s school sites. In deciding, the committee will utilize the following definition of severe medical condition:

“A severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma.”

If it is determined that a student’s absence meets the definition, that absence will be documented via a notation by the building principal in the student’s attendance log as being for a severe medical condition.

The district will report all absences determined to be medically exempt to the Oklahoma State Department of Education Office of Accountability.

**DOCUMENTATION**

On the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, the Medical Exemption Review Committee met at \_\_\_ o’clock to review absences to determine which absences, if any, met the “severe medical condition” exemption for purposes of the school district’s chronic absenteeism indicator. The following situations were found to meet the definition:

Student \_\_\_\_\_.

Severe Medical Condition \_\_\_\_\_.

Date of Absences \_\_\_\_\_.

The committee agreed on this decision with a vote of \_\_\_\_\_.

\_\_\_\_\_  
Committee Chairperson