

# MEDICAL EXEMPTIONS FOR CHRONIC ABSENTEEISM GUIDANCE

A school may request a medical exemption for a chronically absent student in the event of a significant medical condition, meaning a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma that meets all of the following criteria:

- The condition affects the student so severely as to incapacitate the student from attending school for an identifiable time period or number of school days, or for which the student must receive regular medical care requiring absence from school;
- The student is unable to receive instruction through homebound education services for an identifiable time period or number of school days due to the medical condition or its treatment, or homebound education is not appropriate due to brief recurring absences for the purpose of receiving treatment;
- The school or school district has been provided with written documentation of the condition verified in writing by a physician licensed to practice in the State of Oklahoma, or by a physician licensed in another state if the student has received related treatment out of state. A copy of the documentation verifying the student's condition shall be filed in the student's educational record.

Examples of significant medical conditions include:

- The student is in the final stages of a terminal disease or degenerative illness;
- The student has a serious chronic medical condition (a condition lasting three months or more), and is absent for the purpose of receiving condition-related treatment such as chemotherapy or dialysis;
- The death or life-threatening injury of an immediate family member of the student (student's parent/guardian, sibling, or child).

A significant medical condition is not:

- Minor illnesses or injuries that do not incapacitate the student or require recurring treatment;
- Short term illnesses or injuries resulting in absences of ten (10) or fewer consecutive instructional days;
- Refusal of a parent/guardian to permit the student to attend school or receive homebound services due to the illness, injury, or trauma.

For complete criteria and examples of conditions that may meet exemption requirements, see [OAC 210:10-13-24](#).

Medical exemption requests must be made in Single Sign On and have supporting documentation.

**The exemption window will be open from August 6 - August 16, 2019. Note that only exemption requests made during this window will be reviewed and granted. Please see attached for a step-by- step guide to exemption requests.**

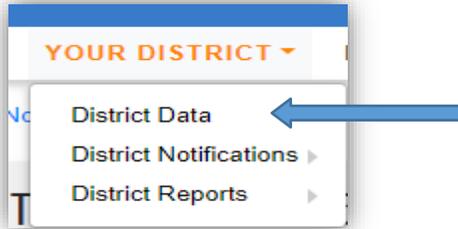
# STEP-BY-STEP GUIDE FOR EXEMPTION REQUESTS

How to submit a medical exemption request:

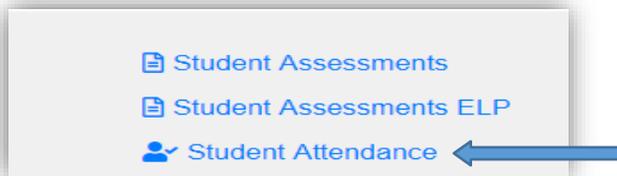
1. Log onto Single Sign On. Select "Accountability Reporting"



2. Select District Data from the "Your District" drop down



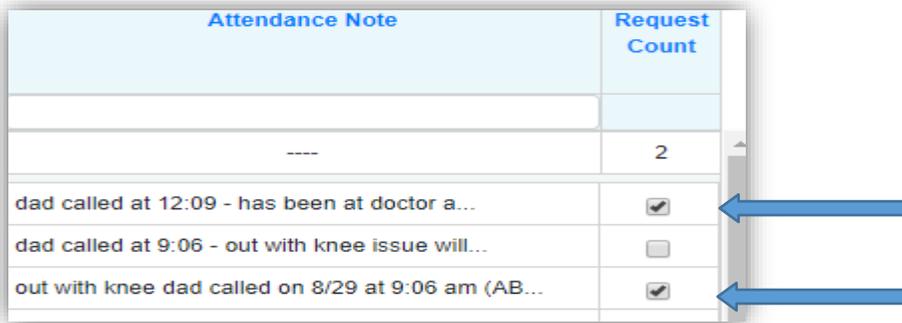
3. Select a School site and then select "Student Attendance"



4. You may view all students or only chronically absent students with the check box. *\*Note: You may also type in "0" in the NFAY column to filter only FAY students used in the Report Card Calculation. Additionally, clicking on any column header will allow you to sort (e.g. the Days Absent column, when clicked, displays in ascending or descending order).\**



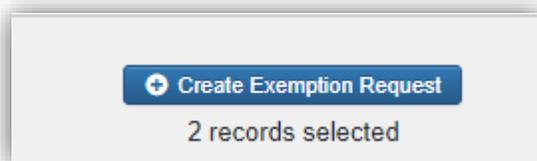
5. Click the arrow to the left of a **student's STN** to expand all individual absences
6. Check the box(es) in the far right column for any days that meet the criteria for exemption

A screenshot of a table with two columns: "Attendance Note" and "Request Count". The table has three rows of data. The first row has a "Request Count" of 2. The second and third rows have checkboxes in the "Request Count" column, with blue arrows pointing to them from the right.

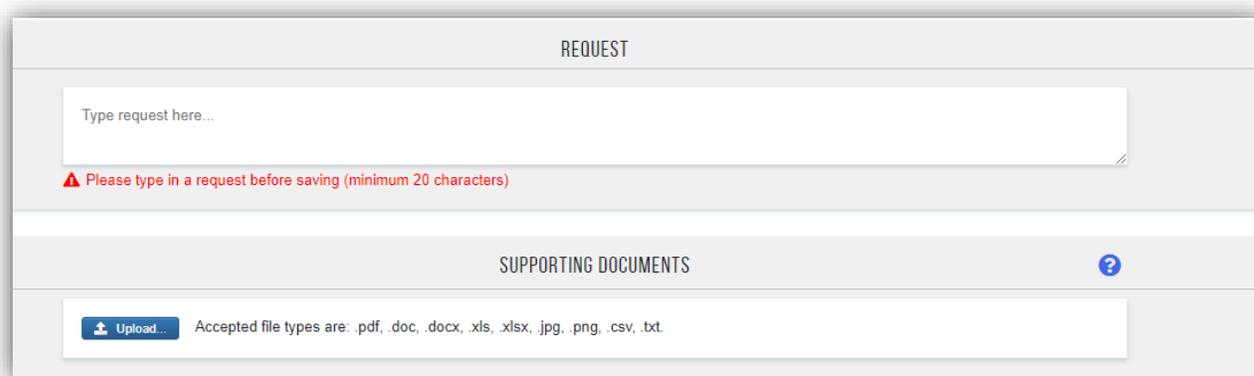
| Attendance Note                                    | Request Count                       |
|----------------------------------------------------|-------------------------------------|
| ----                                               | 2                                   |
| dad called at 12:09 - has been at doctor a...      | <input checked="" type="checkbox"/> |
| dad called at 9:06 - out with knee issue will...   | <input type="checkbox"/>            |
| out with knee dad called on 8/29 at 9:06 am (AB... | <input checked="" type="checkbox"/> |

## STEP-BY-STEP GUIDE FOR EXEMPTION REQUESTS

- Once the box(es) are checked, select "Create Exemption Request"



- In the request box, **explain** how the student meets the criteria outlined in [OAC210:10-13-24](#).

A screenshot of a web form titled "REQUEST". It features a text input field with the placeholder "Type request here...". Below the field is a red warning message: "Please type in a request before saving (minimum 20 characters)". Below this is a section titled "SUPPORTING DOCUMENTS" with a question mark icon. At the bottom of this section is an "Upload..." button and a list of accepted file types: ".pdf, .doc, .docx, .xls, .xlsx, .jpg, .png, .csv, .txt".

**Upload supporting documentation (required)** to the request.

- Hit "Save" or "Save and Return"



- Medical exemptions are reviewed and granted by committee. Once a request has been reviewed, the exemption will be "granted" or "denied." Granted exemption requests will update the **Attendance Status** field to **Exempted** from Excused/Unexcused. Exempted absences are not included in the calculation for chronic absenteeism.

For questions, please contact the Office of Accountability at (405) 522-5169 or [accountability@sde.ok.gov](mailto:accountability@sde.ok.gov).