



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Superintendents and Principals

From: Catherine Danyluk, State Attendance Officer
Brenda, Erbse, Director of Accountability

Date: January 30, 2023

Subject: Exempt Absences

This memorandum is to clarify absences that are exempt (students counted as present) and absences that are excused under the school's local attendance policy.

Exempt (students are counted as present)

Under certain circumstances, the statute requires the school to authorize the absence and excuse of a student. In each of the following circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school:

- Serving as a page or honoree of the General Assembly (IC 20-33-2-14)
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary, or general election (IC 20-33-2-15)
- Subpoenaed to testify in court (IC 20-33-2-16)
- Serving with the National Guard for no more than 10 days (IC 20-33-2-17)
- Serving with the Civil Air Patrol for up to five days (IC 20-33-2-17.2)
- Approved educationally related non-classroom activity (IC 20-33-2-17.5).
- The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7)

Non-Exempt Absences (students are excused and reported as absent)

- Certificate of Incapacity Form – the form is used under the compulsory school attendance law (I.C. 20-33-2-18) to demand that parents provide the school with information that a student will be absent from school and documents the medical condition. It is up to the school, consistent with its policy, to determine whether the absence is excused.
- Funeral/bereavement
- School nurse requests that parent pick up student
- Weather related
- Other reasons not specifically listed in statute under the exempt category (local policy)

Please contact Catherine Danyluk, state attendance officer at (317) 232-9150 or cdanyluk@doe.in.gov with any questions.