



DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE DIRECTOR, EUROPE  
UNIT 29649, Box 7000  
APO AE 09002-7000



July 20, 2010  
10-EUR-001

MEMORANDUM FOR DISTRICT SUPERINTENDENTS  
PRINCIPALS

SUBJECT: Standard Operating Procedures for Reporting Student Absence from School

It is the policy of DoDDS-Europe that all schools will follow a standardized procedure for reporting student absence to parents when the absence is unplanned. 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.

In the event that a child is reported absent by the classroom teacher and no prior notification has been provided by the sponsor, or the child is not accounted for in any way, the school principal will initiate the following procedures:

1. By 10 AM of the day of the unplanned absence, the school will contact the parent to report the child's absence.
2. If the school cannot contact the parent they should begin contacting all alternative contact names provided by the parent during registration or on an existing school defined contact list.
3. If contact information is not current or correct, the principal will initiate contact through the chain of command.

Military commanders will assist school leadership by supporting the following DoDDS guidance to parents:

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

This procedure is effective immediately and remains in effect until rescinded.

Nancy C. Bresell  
Director, DoDDS-Europe

cc:  
EUCOM J-1  
Service SLOs