

## A message from Cedarwood's Attendance Office...

If your child will be absent you must communicate with the school by one of the following means:

1. Email: [attendance.cedarwood@columbus.k12.oh.us](mailto:attendance.cedarwood@columbus.k12.oh.us)
2. Telephone: (380) 997-0227

Your message must contain the following information:

- Student's full name
- Parent/guardian's full name
- Reason for the absence
- Date of the absence

### Example Message:

Attendance Office,

Please excuse my child, Jozy Smith, from school today, November 12, 2020.

He was unable to attend due to not feeling well.

Thank you,

Jane Smith, Mom

Columbus City Schools Board Policy specifies "Any such statement excusing a student's absence should be submitted to the school attendance office within two (2) days of the student's return."

If you have any questions, please call Cedarwood at (614) 365-5421.

Thank you,

Mrs. Parker, secretary