

Student Absence Reporting using FACTS Family Portal Webform

To streamline the reporting of student absences, Central Christian School uses a FACTS Family Portal Web Form for parents to report a student absence before school daily and for reporting student absences in the future for medical appointments, college visits, or other student absence needs.


Please use this Webform to report a student absence or medical appointments as the preferred method of reporting student absences in lieu of an email or phone call.

You may access the **CCS Student Absentee Reporting Form** in your FACTS Family Portal online in the sidebar menu on the left hand side of the homepage.

FACTS Family Portal Login: <https://ctl-oh.client.renweb.com/pwr/>

1. Access the **SCHOOL** tab from the menu on the left hand side of the page.
2. From the **SCHOOL** tab, access the **WEB FORMS** tab.
3. In the **WEB FORMS** tab, select and complete the **CCS Student Absentee Reporting Form 2024-2025** for your child that is absent.

After you access the **CCS Student Absentee Reporting Form** for the child you are reporting the absence for, you will see your child's First and Last Name and Grade listed at the top of the form. Under this information please complete the date for your child's absence (**blue arrow**) and the parent's name that is completing the form (**green arrow**).

 CCS Student Absentee Reporting Form 2024-2025

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Test, Senior


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Student First Name: Senior

Student Last Name: Test

Grade: 12

Date of Absence * 

Parent/Guardian Reporting Absence * 

After completing the absence date and parent name completing the form, please select the Type of Absence (reason) your child will be absent from school.

- **Illness/Sick** - Please notify the school office by 8:00 am on the day of the student's absence, due to illness or sickness, including symptoms if relevant. Students should be fever-free for 24 hours (without the aid of fever-reducing medication) before returning to school. If a student experiences vomiting or diarrhea, they should be free of those symptoms for 24 hours before returning to school.
- **Medical Appointment** - Please notify the school office by 8:00 am on the day of the student's absence due to a medical appointment, such as doctor's visit, dental check-up, therapy session, or specialist consultation. You may also indicate the estimated Late Arrival to school due to the appointment, time for the student's Early Dismissal if they need to leave school early for the appointment, and/or the estimated return to school if a student is returning to school after the Early Dismissal for the medical appointment.
- **College Visit** - Juniors are granted two days a year and Seniors are granted three days a year for college visits. Please notify the main office and indicate the date(s) for a college visit, indicating the College that your child will be visiting. College visits should be scheduled in advance of the absence.
- **Family Trip or Extended Absence** - Students may be excused for a family trip. The trip is to be with parents, a church youth group, or extended family members. **Parents should notify the school at a minimum of one week in advance.** CCS does not recommend multiple family trips during the school year. Other extended absences may be due to a medical procedure or other medical need. Please indicate the dates and reason for the extended absence.
- **Other Reason for Absence** - This absence category is for any "other" absence that does not fit the categories above. Please list the reason for the absence, including activities such as hunting or other personal reasons, for consideration for the absence to be excused. Each student is allowed one day per year to be excused for hunting with prior parental notification. In most cases, "other" absences should receive prior approval.

Absences may or may not be excused if it does not meet the criteria for an excused absence under CCS attendance policy and state of Ohio attendance policy and laws for an excused absence.

Absences are excused for the following reasons:

- Personal illness or sickness
- Personal medical or health related appointments
- College visits - Juniors are granted 2 days a year and Seniors 3 days a year for college visits.
- Death or serious illness in the family
- Emergency or special reasons as arranged with the Principal and/or Superintendent
- Family trip - Students may be excused for a family trip. The trip is to be with parents, a church youth group or extended family members. Parents should notify the school at a minimum of one week in advance. CCS does not recommend multiple family trips during the school year.
- Hunting - 1 day per year will be excused with parental permission before the absence.
- Weather conditions



The **CCS Student Absence Notification** Webform is for reporting the daily absence of a student when they are sick or unable to attend school on the day of the reported absence. All pre-arranged absences for college visits, family trips, or other pre-planned reasons must be communicated in advance in writing to your child(ren)'s Principal and the main office at mainoffice@centralchristianschool.org.

If you are unable to access the **CCS Student Absence Notification Form** for any reason, then please email the mainoffice@centralchristianschool.org or call the school at (330) 857-7311.

Only parents have access to report a student absent in the FACTS Family Portal; students cannot report an absence through their student portal. This policy ensures accurate and verified reporting of student absences.

PLEASE NOTE: Due to the FACTS Family Portal default settings, only one entry for the **CCS Student Absentee Reporting Form** can be recorded each day. Multiple entries per day are not permitted, and if multiple entries are made on the same calendar day, only the last entry will be recorded in the FACTS system. This default setting has been brought to the attention of FACTS by our school, suggesting a change to allow parents to make multiple entries for medical appointments or other absences. We appreciate your understanding.