**School Absenteeism Reporting Form Webinar**

Questions and Answers

January 11th, 2022 – 11:00 AM

Should it include students that are absent unexcused?

Yes, if it due to illness.

Is there a key staff person you recommend submitting the information?

Preferably a nurse but anyone with knowledge of student health is acceptable.

Do we report those that are "unknown"?

Yes.

Is this a report going forward? Do we go back in time?

Going forward.

Are we submitting this daily? Or just once we are at 15% absenteeism?

Only report when you are at or above the 15% threshold, if the CDC designates your school of being in an outbreak status then you will need to report daily until your outbreak status is revoked.

Are CTE schools supposed to be doing this as well?

Yes.

Is it 15% of staff and students combined? Or 15% of students and/or 15% of staff?

It is either or.

We often have students dismissed during the school day for illness. IC shows them present for part of the day and dismissed/absent for the rest. Are we counting that student absent for the entire day when we determine the rate? Same goes for staff.

They are considered absent if they are out for 50% or more for the day.

So if we are at 15%; we are automatically considered in outbreak status.

No, it triggers an outbreak investigation status.

Is the 15% calculated on students or students and staff? Do we report staff illness as well as student?

Yes and yes.

To clarify, do we count people absent who are quarantining as close contacts?

No, you do not count individuals that are out due to quarantine.

Who, at the school, will the CDC call? What phone # will they use?

They will use the number of the district contact on the form itself.

Reporting those who are only sick due to COVID...right? No, other sickness?

No, you are asked to report all absences due to **any** illness.

Are bus drivers included in the staff list?

Yes.

Our CTE numbers are included as part of a campus, should we report separately?

Yes.

Will the report look at the entire district or just "one school".

This report is a school level report.

Will the CDC actually be contacting us to tell us when outbreak status is over or do we need to monitor that?

Yes, the CDC will contact you.

If you do not have access to the student health tab but will be doing the report how do you get access

You will need to have your superintendent fill out an access request form for you. <https://mainedoe.co1.qualtrics.com/jfe/form/SV_0Hg1z6QgRAuoKPk>

When we were reporting on COVID numbers we were asked to report on those associated with buildings OR those who are across district operations. Bus Drivers are not associated with a specific building. How do you want this handled?

If the bus driver serves your school then they should be added to your counts.

If we start this reporting today, logically we won't get to this every day as we have multiple schools. Attendance may not be complete until the end of the day. Is the next day still acceptable, or it can only be submitted on the day?

When you file a report you are asked to indicate the date so you can report days later if you are unable to get to it on the exact date.

Is this reporting requirement also required for private schools?

Yes.

If we submitted a report last week and it's wrong, can we edit the form?

No, but you should email [disease.reporting@maine.gov](mailto:disease.reporting@maine.gov) with your corrections.

Do we treat custodial and food service staff similar to bus drivers?

Yes.

Will this be recorded?

Yes. <https://youtu.be/lzW6w_P6J54>