



Pickaway County Board of DD
Brooks-Yates School
1005 South Pickaway Street
Circleville, Ohio 43113
740-474-1124

Missing Children Information File

Child's Name: _____ Teacher: _____

Parent's Name: _____ Home Phone #: _____

Address: _____ City: _____ Zip: _____

I understand that it is my responsibility to notify the school of my child's absence between 8:00 and 8:30 in the morning of his/her absence. I further understand that if my child is absent from school and the required notification from a parent has not been received by 10:00AM, the school is required to consider the child "missing" and will attempt to contact me, usually between 10:00 and noon. In such a situation, I would suggest school personnel do the following: (check one):

Please notify (person) _____ at the following phone number: _____. If unable to reach this person, please notify (person) _____ at the following phone number: _____. (in the event the school does not reach these people, we will send notification of the absence via first class mail).

Please send notification of absence via first class mail.

Parent/Guardian

Date