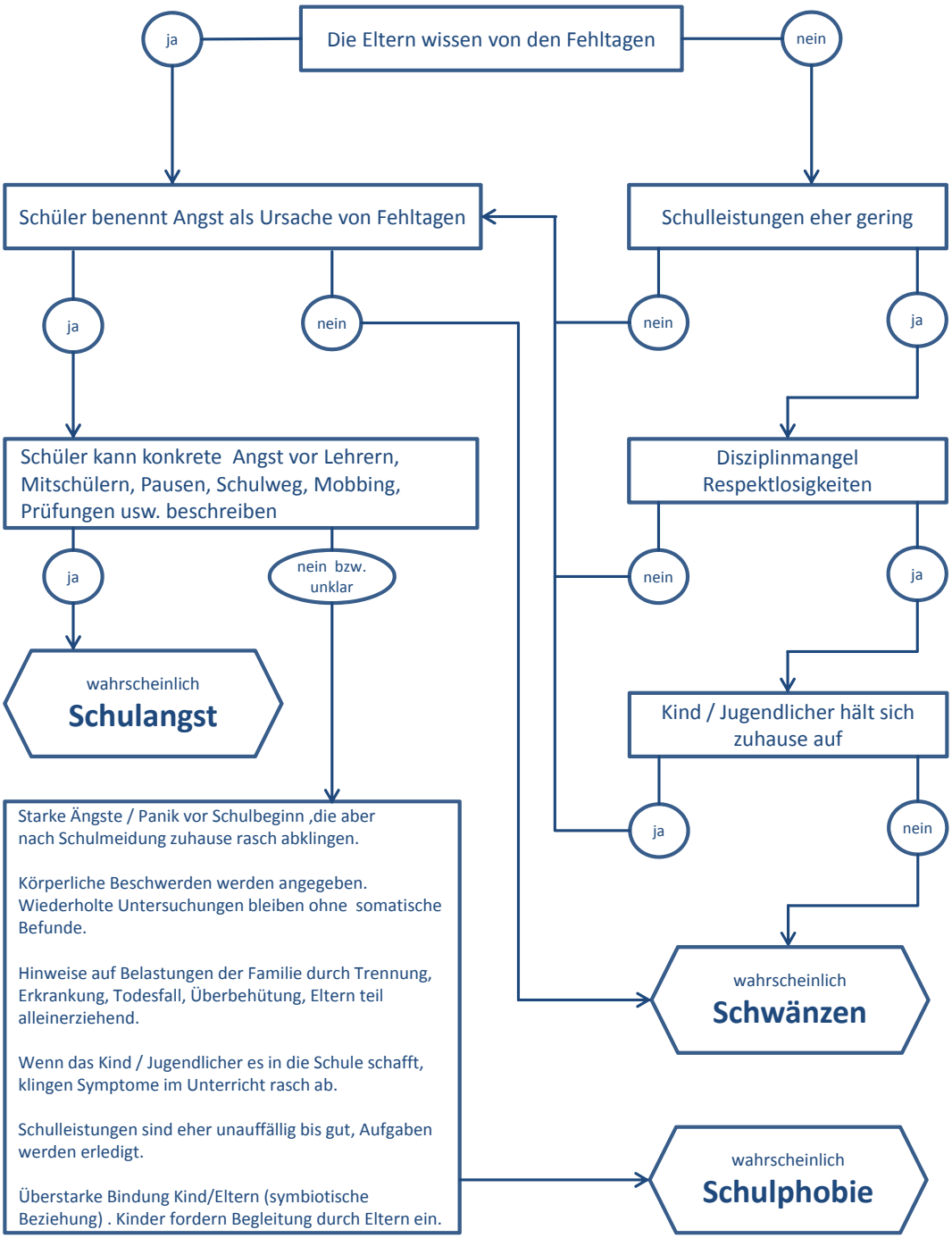LEITFADEN ZUR EINORDNUNG VON SCHULABSENTISMUS