Extended student absences can have a negative impact on student academic progress. The school calendar is designed to allow several long throughout the school year. Requests for excused absence days should be made for special situations only, and shall not be used to extend regular student vacation periods. If an approved leave extends beyond three (3) days, or if the student does not get approval for the leave, days absent will be considered unexcused and any requests for the following year may not be approved. Excessive unexcused absences may lead to a student being placed on attendance probation or released from school.

Student: ____________________________  Grade: _____

Teacher: ____________________________ Request Leave From: _____ to _____

# of Days Absent: _____

Purpose:


Parent(s) signature: ____________________________ Date: __________________

*PARENTS: Please complete above portion and return to office at least two (2) weeks prior to leave date

Teacher signatures: Please initial next to your respective class to indicate notification of the child’s upcoming absence. Please route in order and return form to the office by ________.

(Classroom teacher portion must be completed and returned to the office within five days of receipt of form)

1. ______ Classroom Teacher  2. ______ Music  3. ______ Art

4. ______ Hawaiian Language  5. ______ Science  6. ______ PE/Health

7. ______ Technology  8. ______ Outreach Counselor

Please note any concerns you may have regarding the student’s upcoming absence:


Administrator’s Signature: ____________________________ Date: __________________

__________ Approved  ____________ Denied

Parent contacted ________________ (date)

FOR OFFICE USE ONLY

Completed Form Submitted

Date _____________ Initial __________

Attendance Summary Attached yes ___ no ___