

Notification of Extended Absence

(For absences of five (5) or more
consecutive days)



*PARENTS: PLEASE FILL OUT AND TURN IN TO OFFICE

Please Print

Today's Date: _____

Student Name: _____ Grade/Room #: _____

Parent/Guardian Name: _____ Phone #: _____

Dates of Extended Absence: _____

Reason for Extended Absence: *Please check appropriate box.

EXCUSED:

Medical/Dental related reason
(Please provide a verifiable doctor's note)

Death in Family

Military/Deployment Related

Other: _____

UNEXCUSED:

Family Vacation

Sports Competition/Event

Entertaining Visitors/Guests

***Please contact School Counselor should absence due to medical reason go beyond two weeks.**

FOR OFFICE USE ONLY

Please route to:

Teacher (to file in cumulative folder)
 Counselor

Office Clerk
 Administrator

Date Received: _____

School Policy Regarding Instruction during Extended Absence

Grades are a reflection of student's proficiency on specified standards/benchmarks and are based on classroom observations as well as performance on formative and summative assessments. There is no replacement for the instruction that is delivered or the interaction/discussion by the students in class; therefore, an extended absence may impact a student's grades. Consequently, we will continue to support your child's learning. Requests for missed work will be handled on a case by case basis with your child's teacher.

We understand the importance and appreciate the benefits of a family vacation as well as participating in sports and outside academic events. It is also important that the student work diligently upon their return to school to provide evidence of proficiency on the standards/benchmarks that were covered in his/her absence.

Please feel free to meet with school administration at any time to discuss educational arrangements by calling the school office at 626-3350.

Signature Acknowledgment:

Parent: _____ Date: _____

Approved by the MMES School Community Council April 4, 2017.

Important to note:

Please be advised that Mililani Mauka Elementary's School Attendance Policies and Procedures still apply. "Teachers are not required to provide work in advance of an unexcused absence."