



Notification of Planned Extended Absences

(For absences of multiple consecutive days)

***PARENTS: PLEASE FILL OUT AND TURN IN TO OFFICE**

Please Print

Today's Date: _____

Student's Name: _____ Grade/Room #: _____

Parent//Guardian Name: _____ Phone #: _____

Dates of Extended Absence: _____

Reason for Extended Absence: (UNEXCUSED PER DEPARTMENT OF EDUCATION POLICY)

*Please check appropriate

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

_____ Family Vacation

_____ Death in Family

_____ Sports Competition/Event

_____ Military/Deployment Related

_____ Entertaining Visitors/Guests

_____ Other: Please explain: _____

*** FOR OFFICE USE ONLY ***

Please route to:

_____ Office Clerk

_____ Counselor

_____ Teacher (to file in cumulative folder)

Date & Time Stamp

School Policy

Regarding Instruction during Extended Absence

Grades are a reflection of a 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 family vacations as well as participation 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 626-2980.

Signature Acknowledgment:

Parent: _____ Date: _____

Important to Note:

Please be advised that Mililani Ike's School Attendance Policies and Procedures still apply.