



ABSENCE/TRIP NOTIFICATION FORM

Koko Head Elementary School

INSTRUCTIONS:

- Parent completes the top portion of this page.
- Parent signs form acknowledging attached absence policy and procedures (back of this page).
- Form returned to the main office **no later than one week prior** to the date of absence/trip.

Date: _____

Student Name: _____ Grade (circle): Pre-K K 1 2 3 4 5

Planned trip to: _____ for

Family Event: _____

Family Emergency: _____

Other: _____

Dates of Absence: _____ to _____

Return to School on (date): _____

Total Instructional Days Missed: _____

By signing below, I understand the following information including the attached absence policy.

1. Excessive absences may prevent maximum teaching and learning from taking place.
2. For **Unexcused** Absences, It is the parent’s responsibility to collect missed assignments from your child’s teacher.
3. For **Excused** Absences, Teachers will provide up to Three (3) instructional days of assignments **prior** to student leaving. Emergency or last minute absences may not allow enough time for this to happen thus, assignments will be given and collected at a reasonable time upon return.

Parent Name (printed) _____ Contact Number: _____

Parent Signature _____ Date: _____

Office Use Only

School Review: Unexcused Excused Comments: _____

School Official Name: _____ School Official Signature: _____

School Routing: Original on file in Office; copy to student
 Teacher and Counselor notification via Lotus Notes

The Hawaii Revised Statutes (§302A-1132) states that “Unless excluded from school or excepted from attendance, all children who will have arrived at the age of at least five years on or before July 31 of the school year, and who will not have arrived at the age of eighteen years, by January 1 of any school year, shall attend either a public or private school for, and during, the school year, and any parent, guardian, or other person having the responsibility for, or care of, a child whose attendance at school is obligatory shall send the child to either a public or private school.”

Students who are chronic absentees may be referred to Family Court. Pursuant to H.R.S. 571-11(2), Family Court can place a child under jurisdiction for truancy if the child is not attending school or is not receiving the educational services required by law.

Koko Head Philosophical Base

Koko Head is committed and strives to provide students with an educational program that provides all students the ability to develop their fullest potential, capabilities, and to become a useful and contributing member to society. School attendance is a primary indicator of academic success and we believe that optimum benefits of education can be achieved only when students attend school daily and are in class on time. Teachers, administrators, and other staff will make every effort to work with the students and their parent(s) and/or guardian(s) to optimize available learning activities as well as educational services and opportunities.

Absences

Excused Absences **ONLY** consists of:

- Student is sick – Doctor’s note shall be given within 48 hours from the first day of return.
- Death in Family – Must be immediate family member to include (parents, legal guardian, siblings, and grandparents). Submittal of obituary may be required.

For the purposes of this document, the following words are defined as follows:

“**Absent**” means the student is not physically present in school or in a scheduled class for more than half of the school day or class period except if the student is on an authorized activity.

Tardies

- Students arriving after the official school start time or class time (8:05 am) shall be marked tardy.
- Students must report to the office to get an admit slip when entering school after the official start time.

Absences

- Parents must call before 7:30 am notifying the Administration office of reason that their child will be out. A written document or Doctor’s note explaining the reason for absence whenever their child is absent is required. Please keep in mind that this is a safety issue as well.
- Written documentation will be kept on file at each school.

Number of School Days Absent or Tardy (Excused and/or Unexcused)	Possible School Actions
5 Days	<ul style="list-style-type: none"> • Receive written notification from school
10 or more Days	<ul style="list-style-type: none"> • Receive written notification from school • Home visits from school officials and other DOE personnel • Referral to DOE Social Worker • Referral to Family Court to address chronic absenteeism, truancy, or education neglect

NOTE: School administrators have the discretion to determine if the absences will be excused or unexcused, especially when student academics are adversely affected and/or if attendance is a concern. Please be aware that for all **Unexcused Absences**, Teachers are not expected to provide make-up work.