

Request to Excuse Absence

Upper School form for Hanalani Schools

10-11

Hanalani Schools
HEAVEN'S WORK

To be completed by
Parent or Legal Guardian

To be turned in to
Divisional Office

US-06

Name of Student _____ Grade _____

Parent / Guardian / Student Instructions

Please complete the following entries then read and sign the agreement (on back). One consent form per student is required. Form will be returned to parent with approval or disapproval of absence.

Date Absence Begins _____ Date Absence Ends _____

Reason for Absence _____

Teacher Approval *(initial in the spaces provided)*

Period 1: _____ Period 2: _____ Period 3: _____ Period 4: _____
Period 7: _____ Period 8: _____ Period 9: _____

Absence Approval *(for official use only -- do not fill out)*

The absence request has been reviewed by the administrator. This absence will be considered by the school to be:

Excused Unexcused

Administrator Signature _____ Date _____

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Absence Statement

As a Christian educational institution, we strongly support the family. We understand that the rapid pace of parents'/legal guardians' work schedules make trips and family vacation times hard to come by. Our goal as a school is to partner with your home in the education of your child. The school calendar affords several breaks--fall, Christmas, spring and summer; and it is best for all involved that long family vacations be scheduled during these times so that your child will not miss school. Parents must be aware of the impact of scheduling trips and family vacations when school is in session.

Should it be necessary for a trip or family vacation to be scheduled during school, parents must notify the school in writing as soon as possible. Any student going over the maximum allowed absences (excused or unexcused) will be subject to the consequences outlined in the Parent-Student Handbook. Students must notify teachers personally to request assignments. Last-minute notification may not be accommodated as the teacher may not have adequate time to compile work. Furthermore, the work assigned will be, at best, an estimate of how far the class will have progressed.

As you make your plans, please consider the following:

1. Parents/legal guardians must accept responsibility for their child to complete the missed class work and to learn concepts missed. According to our Parent-Student Handbook, students have the day they return plus the number of days absent to complete missed assignments.
2. Absences create a hardship for:
 - a. The home—Families must ensure that the work is being done, but more importantly that concepts are being learned.
 - b. The student—Students will miss many things that the textbook and workbook do not and cannot teach, but will still be held responsible for the material. One day of missed class is difficult to make up; after a week, the learning gap may hinder future educational success.
 - c. The teacher—Teachers desire that your child learn. Because of limited time and the teacher's need to address all the students in the class, time may not be available to help your child catch up.
 - d. Other students—As the teacher accommodates the student who has missed classroom instruction, time is taken away from the class as a whole.
3. Teachers prepare lessons that are purposeful and profitable. Textbooks and workbooks serve as a common source of knowledge and instruction and do not replace the content of each teacher directed lesson.
4. A student with excessive absences or who is unsuccessful in completing the course work may fail the course or may not be promoted to the next grade/level.

I understand the above and accept full responsibility for removing my child from classroom instruction. This form must be returned prior to the trip or the absence may be considered unexcused.

Parent/Legal Guardian Signature _____ Date _____

Student Signature _____ Date _____

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Official Use Only (do not fill out)

Date Received _____ Date Copy Sent to Parents _____ Initials _____

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94-294 Anania Dr.
Mililani, HI 96789

P: (808) 625 - 0737 ext. 450
F: (808) 625 - 0691