



STATE OF HAWAII
DEPARTMENT OF EDUCATION
AUGUST AHRENS ELEMENTARY SCHOOL
94-1170 WAIPAHAU STREET
WAIPAHAU, HAWAII 96797-3699

January 22, 2019

Dear Parents/Guardians,

Attendance and promptness are essential components to a student's academic success. We realize some absences are unavoidable due to health conditions or other circumstances. However, we also know that when children miss too much school it can cause them to fall behind academically.

In an effort to collaborate with you and keep you informed of your child's attendance, an attendance notification letter will be sent home periodically with your child based on the guidelines below:

- ❖ Attendance Letter #1.....5 to 9 unexcused absences
- ❖ Attendance Letter #2.....10 to 14 unexcused absences
- ❖ Attendance Letter #3.....15+ unexcused absences

When your child misses school, their absence will be marked as **unexcused**, unless a written note is provided to the attendance clerk within 3 days after your child returns to school. Absences of 3 or more consecutive days will require a doctor's note. In accordance with our attendance policy, only the the following will be accepted as an **excused absence**:

- ❖ Illness, injury, quarantine (for chicken pox, measles, etc.);
- ❖ Death in family;
- ❖ Court appearance or approval;
- ❖ School authorized activities which may include but are not limited to:
 - ❖ On-campus activities such as: appointments with a counselor or administrator, treatment in the health room, assigned detention or in-school suspension.
 - ❖ Off-campus activities such as: student council related activities, field trips and suspensions.
- ❖ *Special cases or other activities approved by the principal or designee.

*If your child will be absent for 10 or more consecutive days (e.g.: family vacation), your child will be dis-enrolled and must re-enroll upon their return after meeting the enrollment criteria.

We at August Ahrens Elementary School want to see your child succeed. We look forward to seeing your child daily on time, alert, and ready to learn. School starts at 7:45 am and the tardy bell rings at 7:50 am. If you have any questions or concerns regarding the contents of this letter, please contact the school at (808) 307-7200.

Sincerely,

Hanh Nguyen, Principal