

**Kahuku High and Intermediate School  
Excused Extended Absence Request Form  
SY 2018-2019**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Absence Start Date: \_\_\_\_\_ Absence End Date: \_\_\_\_\_ Total # of Days: \_\_\_\_\_

Reason for the request:

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An Excused Extended Absence request can be submitted for a minimum of four school days and a maximum of ten school days. **Requests must be submitted to the grade level counselor at least 10 days prior to the planned absence. Absences within the last seven days of the end of Semester 1 or Semester 2 will not be approved for any reason.**

Excused Extended Absences will not be granted for the following reasons:

Babysitting	Caregiving
Entertaining visitors/guests	Personal Business
Family Vacations/Reunions	

Excused Extended Absences may be granted providing students are passing all classes, not suspended, and submits documentation of acceptance/registration for the following reasons:

College recruitment/visitation	Family Emergencies (approved on a case-by-case basis)
Educational opportunities	Death in Family
Youth/Sports Camps	Sports competitions

***\*Teachers are not required to provide make-up work for unexcused extended absences or for excused extended absences requests not made within the 10 day form submittal requirement.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grade Level Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Timestamp form prior to routing to teachers; original form to be filed with Attendance Clerk)*

Please have your teachers complete the information below:

Period	Subject	Letter Grade	Teacher	Signature	Date
1					
2					
3					
4					
5					
6					
7					

- Extended Absence Approved
- Extended Absence Not Approved

Reason: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_