

**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:

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: _____