



REQUEST FOR ABSENCE

As stated in the handbook, parents are strongly discouraged to take vacations or plan other personal time off while school is in session. A Request for Absence (RFA) form must be submitted for any planned absences during the school year and a maximum of five school days total per year will be approved. The school must be given at least two weeks advance notice and approval is subject to administrative review. Emergencies will be considered on a case-by-case basis.

If approved, teachers may provide five days of assignments in advance on student's last day of attendance. All absences in excess of five days will be unexcused. Any assignments or exams missed during the "unexcused" absences will receive a grade of zero. Students may be required to take exams and/or turn in certain assignments in advance of the absence. They must be prepared to turn in all assignments and make-up any missed tests/quizzes upon return to school. If assignments/exams are not completed by the time grades are due to the office, students will not be eligible to be an Honor Student. In cases where the year ends, assignments will no longer be accepted. Group or special assignments missed may not receive full credit. Students who have already been approved for prior planned absences of five days will not be approved for future requests and the absences will be considered unexcused. Those who have more than ten absences in one quarter may be marked one letter grade down per subject and/or risk failure for that quarter. If the amount of assignments/exams missed requires extra staffing to administer make-ups, parents will be charged \$15.00 per hour for this service (See PSH p. 29).

INSTRUCTIONS TO PARENTS:

- 1) SECTION ONE: Parents complete and submit to School Office at least Two (2) Weeks prior to absence.
2) SECTION TWO: For Office Use Only. Principal will to review and route to Instructors before final approval.
3) SECTION THREE: Instructors will complete and forward to Principal
4) Approved or Denied Form will be returned to parents ten (10) days after receipt in the office.

- IF APPROVED: 1) Make sure student completes and turns in any assignments due prior to absence.
2) Student completes SECTION FOUR on their last day of attendance prior to the requested absence.
3) Student should pick up any assignments as listed in SECTION THREE.
4) TURN IN COMPLETED FORM WITH TEACHER INITIALS INTO OFFICE PRIOR TO LEAVING

SECTION ONE: Student _____ GRADE: _____

Dates of Absence: _____ Last Day/Date of attendance: _____

Total days missed: _____ Day/Date Returning to School: _____

Reason for Request (please check appropriate box [X] and explain):

[] Medical: _____

[] Family Emergency: _____

[] Other (Vacation, Off-Island Event, etc.): _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

SECTION TWO: FOR OFFICE USE ONLY

Date Request Received in office: _____ Received by: _____

Initial Review Date by Principal: _____ Principal Initials: _____

Date Routed to Instructors(s): _____ INSTRUCTORS COMPLETE/RETURN BY: _____

Final Approval is determined by Administration
Assignments will not be provided or absences excused without signature below.

[] Approval by Administration: _____ Date: _____

[] Request Denied Reason: _____

SECTION THREE: *ALL Bible and Academic Instructors: Please review dates absent and complete :*

1) Homeroom Teacher/Subject: _____

a. Any exams or assignments that need to be completed/submitted PRIOR to absence? YES NO

If YES, please list what and specific date: _____

b. Any concerns to document PRIOR to absence? YES NO

If YES, please list: _____

c. Assignments will be available on last day of attendance PRIOR to absence. YES NO

Teacher Signature: _____ Date: _____

2) Teacher/Subject: _____

a. Any exams or assignments that need to be completed/submitted PRIOR to absence? YES NO

If YES, please list what and specific date: _____

b. Any concerns to document PRIOR to absence? YES NO

If YES, please list: _____

c. Assignments will be available on last day of attendance PRIOR to absence. YES NO

Teacher Signature: _____ Date: _____

3) Teacher/Subject: _____

a. Any exams or assignments that need to be completed/submitted PRIOR to absence? YES NO

If YES, please list what and specific date: _____

b. Any concerns to document PRIOR to absence? YES NO

If YES, please list: _____

c. Assignments will be available on last day of attendance PRIOR to absence. YES NO

Teacher Signature: _____ Date: _____

4) Teacher/Subject: _____

a. Any exams or assignments that need to be completed/submitted PRIOR to absence? YES NO

If YES, please list what and specific date: _____

b. Any concerns to document PRIOR to absence? YES NO

If YES, please list: _____

c. Assignments will be available on last day of attendance PRIOR to absence. YES NO

Teacher Signature: _____ Date: _____

SECTION FOUR: *Student must have teachers initial on Last Day of Attendance Prior to Absence.*

1) _____ Assignments listed in 1a above were completed: YES NO If NO, assignment receives zero credit.

_____ Assignments listed in 1c above were picked up: YES NO If NO, Due Date still remains the same.

2) _____ Assignments listed in 2a above were completed: YES NO If NO, assignment receives zero credit.

_____ Assignments listed in 2c above were picked up: YES NO If NO, Due Date still remains the same.

3) _____ Assignments listed in 3a above were completed: YES NO If NO, assignment receives zero credit.

_____ Assignments listed in 3c above were picked up: YES NO If NO, Due Date still remains the same.

4) _____ Assignments listed in 4a above were completed: YES NO If NO, assignment receives zero credit.

_____ Assignments listed in 4c above were picked up: YES NO If NO, Due Date still remains the same.