



KAMEHAMEHA SCHOOLS®

Kula Ha'aha'a – Hawai'i Campus

School Leave Eligibility Form

*Extended student absences can have a negative impact on student academic progress. The school calendar is designed to allow for several long breaks throughout the school year. Requests for excused absence days should be made for **special situations** only, and shall not be used to extend regular student vacation periods. If an approved leave extends beyond three (3) days, or if the student does not get approval for the leave, days absent will be considered unexcused and any requests for the following year may not be approved. Excessive unexcused absences may lead to a student being placed on attendance probation or released from school.*

Student: _____

Grade: _____

Teacher: _____

Request Leave From: _____ to _____

of Days Absent: _____

Purpose:

Parent(s) signature: _____ Date: _____

***PARENTS:** Please complete above portion and **return to office at least two (2) weeks prior to leave date**

Teacher signatures: Please initial next to your respective class to indicate notification of the child's upcoming absence.
Please route in order and return form to the office by _____.

(Classroom teacher portion must be completed and returned to the office within five days of receipt of form)

1. _____	Classroom Teacher	2. _____	Music	3. _____	Art
4. _____	Hawaiian Language	5. _____	Christian Ed	6. _____	PE/Health
7. _____	Science	8. _____	Counselor	9. _____	Library

Please note any concerns you may have regarding the student's upcoming absence:

Administrator's Signature: _____

Date: _____

_____ For _____ Approved _____ Denied

Parent contacted _____ (date)

FOR OFFICE USE ONLY
Completed Form Submitted

Date _____ Initial _____

Attendance Summary Attached yes _____ no _____