

**REQUEST FOR STUDENT ANTICIPATED ABSENCE**

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Team Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Contact phone number: \_\_\_\_\_

Type of Absence: \_\_\_\_\_ # of school day student will be absent: \_\_\_\_\_

Date(s) student will be absent from school FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**List name of Teachers from which student will be missing class:**

<i>English:</i>	<i>Elective:</i>
<i>‘Ōlelo:</i>	<i>Guidance:</i>
<i>Science:</i>	<i>PE:</i>
<i>Social Studies:</i>	<i>Religion:</i>
<i>Math:</i>	<i>Other</i>

*Any additional comments regarding absence:* \_\_\_\_\_**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_**Approval/Notification (FOR OFFICE USE)**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Office notes:

Date received by KMS Office \_\_\_\_\_

Notified : Student \_\_\_\_ Teachers \_\_\_\_ Counselor \_\_\_\_ Administration \_\_\_\_ Attendance \_\_\_\_