

Lanikai Elementary Public Charter School

Regarding a Planned Extended Absence from School

Parents: Please print all information. Check or fill in as appropriate.

1. Names of Student(s), Homeroom Teacher(s), and Homeroom Number(s)		
2. Dates of Proposed Absence of 5 or more days	From	To
3. Reason for Absence		
4. PARENTS: Please discuss the proposed absence with all core teachers. Ask each for suggestions about how you may support your child's academic work during the absence. (<i>Core teachers are those who teach language arts, math, social studies, and science.</i>) List teachers' names and the dates of the conversations. Please leave the form with the last teacher you meet with. He/she will return it to the office. <ul style="list-style-type: none">You may be requested to meet with the Principal or Counselor to discuss the planned absence. School personnel cannot deny you the right to take your child out of school, but if your child is struggling with academic work and the planned absence is likely to jeopardize the child's success, we may recommend that you make alternative plans for travel or for academic support.The administrative staff will notify you by phone if the Principal or Counselor requests a meeting. If you have questions, please call the school office at 266-7844. Teachers & Dates: _____ _____		
5. TEACHERS: Please write your recommendations on the back and submit this form to the office as early as possible before the planned absence.		

Office Use: Notice of planned absence received in office on _____. Notified parent of approval on _____. Meeting with parent: NA _____ or Meeting with parent set for _____.	Notes:
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