

Alaka'i O Kaua'i Charter School Request for Vacation Travel Absence Exemption

It is recognized that there are occasions when students will be absent from school due to family trips. Although these would be recorded as "unexcused" absences, students are allowed to submit one trip request per school year (maximum of 10 consecutive school days) for "travel absence exemption". Requests need to be submitted first to the classroom teacher two weeks prior to the absence. Classroom teacher will complete the "assignments" section. Forms will then be submitted to the Director for approval.

Assignments must be completed with passing grade(s) by the due date indicated. Unexcused absence will then be converted to "travel absence exemption" for attendance purposes.

PARENTS COMPLETE THIS SECTION

Student Name: _____

Absence dates: _____ Number of school days: _____

Purpose of absence/trip: _____

Parent Signature & Date _____

Absences will not be excused unless assignments are completed with passing grades by due date.

TEACHER COMPLETE THIS SECTION

Due Date: _____

Assignments:

Attach a second page if needed.

Teacher Signature & Date: _____

Director Signature & Date: _____