

# NIU VALLEY MIDDLE SCHOOL STUDENT TRAVEL NOTIFICATION FORM

**INSTRUCTIONS:**

- Parent completes the top portion of this page.
- Parent signs form acknowledging attached absence policy and procedures.
- Form returned to the main office **one week PRIOR** to the date of absence/trip.

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

Student Name: \_\_\_\_\_

Grade: 6 7 8

Planned trip to: \_\_\_\_\_ for

Family Event: \_\_\_\_\_

Family Emergency: \_\_\_\_\_

Other: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_ to \_\_\_\_\_

Return to School On: \_\_\_\_\_

Total Instructional Days Missed: \_\_\_\_\_

By signing below, I understand the following information and the attached absence policy.

1. Excessive absences may prevent maximum teaching and learning from taking place.
2. For **Unexcused** Absences\*: It is the student's responsibility to collect missed assignments from his/her teacher(s) upon **return from** an absence.
3. For **Excused** Absences: Teachers will provide up to 3-days of assignments **prior** to student leaving. Emergency/last minute absences may not allow time for this. Assignments will be collected upon return.
4. For **out-of-state travel**, my child must abide by state and county mandates and laws regarding quarantining and pre-travel testing. For more information go to <https://hidot.hawaii.gov/coronavirus/>

Parent Name (printed) \_\_\_\_\_ Contact Number: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*Examples located on back of this form.*

School Review:    Unexcused       Excused      Comments: \_\_\_\_\_

School Official Name \_\_\_\_\_ School Official Signature \_\_\_\_\_

## **From: Absence Notification Policy Letter (December 2015)**

“Unexcused Absences” include (but are not limited to) the following activities which might occur during the school day:

- Baby-sitting sibling or other children
- Family vacations (on/off island), trips
- Parent request without explanation
- Kept at home to clean home for home inspections
- Performances, youth camps, sporting events\*
- Caring for the elderly or other children
- Personal business
- Entertaining visitors/guests

\* Exceptions may be made if student is the participant/competitor.

School administrators have the discretion to determine if the absences will be excused or unexcused, especially when student academics are adversely affected and/or if attendance is a concern. Please be aware that teachers will provide up to **three days** of make-up work for **EXCUSED ABSENCES ONLY**. Parents will be notified by an administrator regarding the status of the absence.

### **STUDENT TRAVEL & QUARANTINE REQUIREMENTS** **(From COVID/Travel Return to Campus Letter November 2020)**

For this school year, effective immediately, we are asking all families to follow the procedures listed below whenever a student is going to take a trip to the neighbor islands or to a domestic/international (trans pacific) destination. You can access the most up to date quarantine and COVID-19 related transportation information from this [State of Hawaii Department of Transportation website](https://hidot.hawaii.gov/coronavirus/) (<https://hidot.hawaii.gov/coronavirus/>).

#### **Interisland Travel**

- Fill out the Student Travel Notification Form found on our school website or visit <https://bit.ly/nvmstravelform>
- Inform your child's teacher or the office of the travel dates including the return date to Honolulu.
- As of 11/20/20, students **are not** subject to the mandatory quarantine in Oahu when they return from visiting a neighbor island(s). Students can attend school upon return from a neighbor island trip provided they do not have any COVID-19 like symptoms per the daily wellness checklist.

#### **Domestic/International (Trans Pacific) Travel**

- Fill out the Student Travel Notification Form found on our school website or visit <https://bit.ly/nvmstravelform>
- Inform your child's teacher or the office of the travel dates including the return date to Honolulu.
- As of 11/20/20, students **are** subject to the mandatory quarantine for 14 days **unless** the school is provided with evidence of a "Safe Travels Exemption" which would show that the student received a negative Covid-19 test result prior to landing (within the county's guidelines) to bypass the 14 day quarantine.
- Students can attend school after they have completed their mandatory quarantine for 14 days or after they have provided evidence of a "Safe Travels Exemption" provided they do not have any COVID-19 like symptoms per the daily wellness checklist