

Office Time Stamp: \_\_\_\_\_

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**

Student travelers must follow all applicable state and county rules at the time of the trip, including compliance with any required quarantine periods.

There are three (3) options for students returning from out-of-state travel:

1. Be fully vaccinated prior to the start of out-of-state travel and provide proof of vaccination to the school;
2. Obtain a COVID-19 test after return and submit a negative test result to the school; or
3. Quarantine for 10 days after return.

\*For unvaccinated students, they have to get tested twice.

72 hours before flying back to Hawaii (State) and another one after return (HIDOE)