Attendance
Policy and
Procedures

Wai‘anae Complex

Wai‘anae High School

Wai‘anae Intermediate School

Kamaile Elementary School

Leihoku Elementary School

Ma‘ili Elementary School

Mākaha Elementary School

Wai‘anae Elementary School
Acknowledgements
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Addendum – July 1998

In the following document, Hawai‘i Revised Statute (HRS) regarding compulsory attendance and enforcement is referred to as Sections 298-9 and 298-13. Effective immediately, all references to HRS Section 298-9 and 298-13 regarding compulsory attendance and enforcement should be changed to HRS 302A-1131 and HRS 302A-1136 respectively.
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Attendance Policy

The State Law

The Hawaii Revised Statutes, Sec. 298-9, states that “unless excluded from school or excepted from attendance, all children who will have arrived at the age of at least six years, and who will not have arrived at the age of eighteen years, on or before December 31 of any school year, shall attend either a public or private school for and during such school year, and any parent, guardian, and other person having the responsibility for or care of a child whose attendance at school is obligatory shall send the child to some such school.” Section 298-13, Enforcement, HRS, places the responsibility for enforcing compulsory attendance with the Department of Education (DOE). Toward this end, agreements have been developed with all police departments within the state regarding truant students. Students who are chronic absentees may be referred to Family Court.

Exemption from the compulsory attendance law is permitted only under specified conditions pursuant to Section 298-9, Attendance compulsory, Exceptions, HRS, and DOE regulations relating to compulsory attendance exceptions.

The Hawai‘i State Department of Education’s Philosophical Base

In consonance with the statutory requirements relating to education, the DOE is committed to providing each individual with an educational program which will help the student to develop to the fullest extent of the student’s capabilities and to become a useful and personally successful member of society. Teachers, administrators, and other staff shall make every effort to work with the students and their parents and/or guardians to optimize available learning activities as well as educational services and opportunities. According to the Board of Education’s Student Code of Conduct, policy regarding attendance and punctuality, students are expected to attend school daily, attend all classes, and be on time every day.

Wai‘anae Complex Philosophy

We, the schools of the Wai‘anae Complex, believe that school attendance is “everyone’s business.” The schools, community, parents, and students need to join efforts and work to uphold a high and consistent standard for attendance. We believe that consistent school attendance is conducive to academic and personal success. Students and their parent(s) or guardian(s) will be responsible and held accountable for school attendance. We further believe that through this policy, and proper guidance and instruction, students will become more dependable and responsible adult citizens.
Intermediate School Philosophy
Students need to attend school daily and be in class on time so that optimum benefits of education can be achieved. Unexcused and/or excessive absences and tardies are unacceptable and prevent maximum teaching and learning from taking place.

Intermediate School Guidelines on Absences
- The school will notify parent(s) and guardian(s) of the Complex’s attendance philosophy, policy, and procedures, and stress the importance of being on time, in school, and in class everyday.

- In order to ensure students’ accountability for their attendance and to ensure consistent data collection, the school will process and maintain attendance on a daily basis.

- Under Middle School operating procedures, teachers will contact parents to discuss absences and tardies.

- The school will only excuse absences when written documentation is submitted within 3 school days upon student’s return to school, and absences are for one of the following reasons:
  » illness, injury, quarantine (for chicken pox, measles, etc.), verifiable with a doctor’s note;
  » death in the family;
  » court attendance or approval;
  » special cases as approved by the principal;
  » school authorized activities which may include but are not limited to:
    On-campus activities, such as: appointments with a counselor or administrator; treatment in the health room; assigned detention or in-school suspension.
    Off-campus activities, such as: employment, including work study programs; volunteer community service; student council related activities, including state/district student councils, State Student Conference, and student legislative lobbying activities; field trips; early admissions programs; and suspensions.
    Other activities approved by the principal or designee.
Intermediate Guidelines on Absences (continued)

• All other reasons must be waived by a Review Board before absence is excused.

• The Review Board will be composed of an Administrator, Counselor, Attendance Officer, and Teacher (Counselor, Attendance Officer, and Teacher will serve as advisors only.)

• Teachers will give make-up work for credit to students with up to 5 unexcused absences per quarter.

• Teachers are not required to give make-up work to students with 6 or more unexcused absences.

• Absolutely no make-up work will be given for class cuts.
Tasks and Procedures

I. Processing Daily Attendance

Teachers will:

A. Report absences and tardies daily for each period by using a #2 pencil to fill in the bubbles.
   1. Mark the “day” column.
   2. Mark (A) for Absent, (T) for tardy.
   3. If a student marked absent comes in tardy, mark (T).
   4. If a student has an excused Admit Slip for the tardy, submit the Admit Slip at the next designated time.

** Handle forms carefully--bent, wrinkled, torn edges are rejected by the scanner.
** Erase all stray marks and make sure all erasures are complete.

B. Account for all students assigned by the Registrar.
   1. If a student’s name is not on the roster, report this on the Attendance Report & Correction form. Do not add the student’s name to the roster scan form.
   2. If a student ID dropped from your class, cross out the student's name on the roster scan form.

C. Complete an Attendance Report and Correction form to:
   1. Report errors or corrections.
   2. Report attendance when rosters are missing.
   4. Report corrections as soon as possible (next pick-up time).

D. Homeroom Teachers: Review all notes from Students to excuse any absences.
   1. If note qualifies as excused, complete an Admit Slip and give to Student.
   2. If note is questionable, inform Student that note must go to Review Board.
   3. Print Student’s first and last name on note and submit with Homeroom roster.

E. Submit rosters at the designated times:
   - Periods 1 & 2: by recess
   - Periods 3 & 4: by lunch
   - Homeroom: at start of period 5
   - Periods 5 & 6: at the end of period 6

F. Direct questions and concerns regarding attendance procedure to designated school administrator.

References

Refer to Sample B, Page 15 (Attendance Scan Form)

Refer to Sample C, Page 16 (Attendance Report & Correction Form)

Refer to Sample D, Page 17 (Admit Slip)
Tasks and Procedures

II. Intervene with Students with 3 consecutive absences

**Homeroom Teacher** will complete the following and log all contact on each Student’s *Record of Action Taken with Absentee*.

A. Identify Students by examining *Daily Attendance Report*.

B. Contact parent(s) or guardian(s) regarding absences and log result of contact.
   1. Express care/concern.
   2. Remind parent or guardian that written documentation must be submitted within three days upon return to school.

C. If unable to contact after three attempts, Homeroom Teacher and/or Counselor, Attendance Officer, or Administrator will make home visit and log result of contact.

III. Intervene with Students with 1-5 Unexcused Absences

Homeroom Teacher will complete the following and log all contact on each Student’s *Record of Action with Absentee*.

A. Identify Students by examining *Daily Attendance Report*.

B. Reprimand and warn Student and log result of contact.

C. Notify parent(s) or guardian(s) and log result of contact.
   1. Explain school attendance policy.
   2. If unable to contact after three attempts, Teacher and/or Counselor, Attendance Officer, or Administrator will make home visit.
   3. Complete follow-up *Attendance Notice, First Notice*.
      a. Keep one copy in Student’s file.
      b. Mail original to parent(s) or guardian(s).

D. Provide at least one in-school intervention and log:
   » detention
   » daily sign-in sheet
   » counseling
   » parent escort
   » afterschool program
   » home visitation
   » referral to parenting class
   » other Teacher consequences

References

Refer to **Sample E**, Page 18
*(Record of Action Taken with Absentee)*
Tasks and Procedures

IV. Intervene with Students with 6-10 Unexcused Absences

Homeroom Teacher will complete the following and log all contact on each Student’s Record of Action Taken with Absentee.

A. Identify Students by examining Daily Attendance Report.

B. Notify parent(s) or guardian(s) and log result of contact.
   1. Schedule a Parent/Student Conference.
   2. If unable to contact after three attempts, Teacher and/or Counselor, Attendance Officer, or Administrator will make home visit.
      a. Keep one copy in Student’s file.
      b. Mail original to parent(s) or guardian(s).

C. Conduct Parent/Student Conference (home visitation acceptable) and log result of contact.
   1. If parent(s) or guardian(s) fail to attend:
      a. Complete Missed Conference Letter.
      b. Keep copy in Student’s file.
      c. Mail original to parent(s) or guardian(s).

D. Provide at least 4 interventions not previously done and log.
   » detention
   » daily sign-in sheet
   » referral to counseling
   » parent escort
   » afterschool program
   » home visitation
   » referral to parenting class
   » amendment of class schedule
   » referral to alternative education program
   » referral to special education
   » home schooling

E. Possibly refer Student with copy of contact log to Attendance Officer for referral to SAP (Level One). Attendance Officer will complete and submit Interventions Attempted Prior to Referral to School Attendance Program form.

References

Refer to Sample F, Pages 19 & 20 (Attendance Notice)

Refer to Sample G, Page 21 (Missed Conference Letter)

Refer to Sample H, Page 22 (Interventions Attempted Prior to Referral to School Attendance Program for Truancy)
VI. Intervene with Students with 11-15 Unexcused Absences

Homeroom Teacher will complete the following and log all contact on each Student’s Record of Action Taken with Absentee.

A. Identify Students by examining Daily Attendance Report.

B. Notify parent(s) or guardian(s) and log result of contact.
   1. Schedule a Parent/Student Conference.
   2. If unable to contact after three attempts, Teacher and/or Counselor, Attendance Officer, or Administrator will make home visit.
   3. Send follow-up Attendance Notice, Third Notice.
      a. Keep one copy in Student’s file.
      b. Mail original to parent(s) or guardian(s).

C. Conduct Parent/Student Conference (home visitation acceptable) and log result of contact.
   1. If parent(s) or guardian(s) fail to attend:
      a. Complete Missed Conference Letter.
      b. Keep copy in Student’s file.
      c. Mail original to parent(s) or guardian(s).

D. Provide at least 4 interventions not previously done and log:
   » detention
   » daily sign-in sheet
   » referral to counseling
   » parent escort
   » afterschool program
   » home visitation
   » referral to parenting class
   » amendment of class schedule
   » referral to alternative education program
   » referral to special education
   » home schooling

E. Possibly refer Student to Attendance Officer with copy of contact log after completing a total of 8-10 interventions. Attendance Officer will refer student and parent(s) or guardian(s) to SAP Night Counseling (Level Two).
Tasks and Procedures

VII. **Intervene with Students with 16 or more unexcused absences**

**Attendance Officer** will complete the following:

A. Identify Students by examining Daily Attendance Report.

B. Complete the *Interventions Attempted Prior to Referral to Family Court for Truancy and Educational Neglect* Petition and ensure that all appropriate interventions have been addressed.

C. Send notification to Parent(s) or Guardian(s).

**Class Cuts**

I. **First offense:**

**Teacher** will verify class cut.

1. Reprimand Student and inform Student that no make-up work will be given.
2. Notify parent(s) or guardian(s).
3. Impose one sanction (e.g. detention, withholding of activity)

II. **Second and subsequent offenses:**

**Teacher** will verify class cut and refer Student to Administrator.

1. Reprimand Student and inform Student that no make-up work will be given.
2. Administrator will contact parent(s) or guardian(s).
3. Administrator will impose school sanction (e.g. in-school suspension, suspension)

References

Refer to **Sample I**, Page 23
(Interventions Attempted Prior to Referral to Family Court for Truancy)

Refer to **Sample J**, Page 24
(Final Notice #3)
Attendance Policy

**Tasks and Procedures**

**Intermediate School Guidelines on Tardies**

- Prompt arrival to each class is a must.

- The school will only excuse tardies from students with Admit Slips from:
  - Administration
  - Counselor
  - Social Worker
    - Hale Naau Pono
  - CPS
  - IEP
  - Health Room
  - Diagnostic Testing

- Students who are late to class and do not have an Admit Slip are to be allowed into class and marked unexcused tardy. Teachers are not to send the student to the office for an Admit Slip.

- Unexcused tardies will be addressed thru In-School Suspension (ISS).

- Unexcused tardies will be tabulated by each Teacher.

- Teachers will not detain a class at the expense of another teacher.

**I. Intervene with Students with 1-3 Tardies**

Teacher will reprimand/warn/counsel Student.

**II. Intervene with Students with 4 or more Tardies**

Step 1: Advisor will counsel Student.

Step 2: Team will meet.

Step 3: Teacher will give Student detention.

Step 4: Teacher will notify Student's parent(s) or guardian(s).

Step 5: Teacher will refer Student to Vice Principal for Administrative Detention.

References
Date ____________________  

To the parents/guardians of _____________________________, grade_____, room_____

This letter is to inform you of Wai'anae Complex’s new attendance policy, effective September 1997. Our philosophy is that school attendance is “everyone’s business.” The schools, community, parents, and students need to join efforts and work to uphold a high and consistent standard for attendance. We believe that consistent school attendance is conducive to academic and personal success. Students and their parent(s) or guardian(s) will be responsible and held accountable for school attendance. We further believe that through this policy, and proper guidance and instruction, students will become more dependable and responsible adult citizens.

As a matter of policy, only the following will be accepted as an excused absence:
» illness, injury, quarantine (for chicken pox, measles, etc.), verifiable with a doctor’s note;
» death in the family;
» court attendance or approval;
» special cases as approved by the principal; or
» school authorized activities which may include but are not limited to:
  On-campus activities, such as: appointments with a counselor or administrator; treatment in the health room; assigned detention or in-school suspension.
  Off-campus activities, such as: employment, including work study programs; volunteer community service; student council related activities, including state/district student councils, State Student Conference, and student legislative lobbying activities; field trips; early admissions programs and suspensions.
  Other activities approved by the principal or designee.

If your child is absent, you need to submit written documentation to your child’s Homeroom Teacher as to why your child was absent within 3 days after your child returns to school. Failure to do so will result in the absence being marked as “unexcused.” Accumulation of too many unexcused absences will result in a referral to the Honolulu Police Department’s School Attendance Program for Saturday class and Evening Counseling. If unexcused absences persist, you and your child will be referred to Family Court.

If you have any questions regarding attendance policy, please call the school. We look forward to a productive year and to seeing your child in school, on time, and ready to learn.

Sincerely,

_________________________  ________________________
Principal  Homeroom Teacher
Attendance Policy

Wai‘anae Intermediate

Attendance Scan Form (reduced scale)
## Attendance Correction Form

**Teacher’s Name**: Mrs. Jane Doe  
**Submit Date**: 09-05-97

**Directions**: Please use this form to make corrections to the Attendance Scan Form. You may use this form for more than one student, for more than one period, and for more than one date. Be sure to turn in forms as soon as possible (at next pick-up time).

<table>
<thead>
<tr>
<th>Student's Name</th>
<th>Period</th>
<th>Date to Apply Correction</th>
<th>Tardy</th>
<th>Absent</th>
<th>Marked Absent but Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>2</td>
<td>09-03-97</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>John Doe</td>
<td>4</td>
<td>09-04-97</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>
Admit Slip

WAIANAE INTERMEDIATE SCHOOL

ADMIT SLIP

DATE

NAME ___________________ GR/HR

ABSENCE... EX dates ___ Unex ___ Note ___ pending

TARDINESS... excuseu ___ unexcused

___ Conference with V.P. after suspension (S)
___ Other ____________________

Tchr's. initial

HR ___

Time: __________________

1 ___

2 ___

Admitter: _____________

3 ___

4 ___

Last tchr: Please collect

and return form to office

5 ___

6 ___

WAIANAE INTERMEDIATE SCHOOL

STUDENT ADMIT SLIP

NAME ___________________ DATE___

ABSENT | TARDY | EXCUSED | UNEXCUSED

OVERSLEPT | WEATHER | IN OFFICE

MISSED BUS | FAMILY PROBLMS | MED. APPT.

CAR TROUBLE | HPD ESCORT | BUSINESS APT.

RIDE LATE | LOITERING | NEEDED AT HOME

TRAFFIC | MAC/K etc. | NO EXPLANATION

PERSONAL REASON (see Attendance Officer)

ADMITTING OFFICER OF THE DAY

Time Admitted

17
## Record of Action Taken with Absentee

<table>
<thead>
<tr>
<th>Student's Name</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referring Teacher</td>
<td>Counselor</td>
</tr>
<tr>
<td>Parents' Name</td>
<td>Phone Number</td>
</tr>
</tbody>
</table>

### Action Taken: Date(s) & Time(s): Outcome:

- **Teacher-Student Advising**
- **Teacher-Parent Contact**

### Referral to: (Check one) Counselor Attendance Officer Vice-Principal

| Action taken by: Date(s) & Time(s): Outcome: |
|-----------------------------|-----------------------------|
|                             |                             |
ATTENDANCE NOTICE

Date ____________________

To the parents/guardians of ___________________________________,

We are concerned about your child’s attendance. As part of Wai‘anae Intermediate’s attendance policy, we need to remind you that your child should be in school every day except for illness and emergencies. It is very important that your child attend school daily in order to do well in class. However, if your child must be absent from school for valid reasons, please remember to send a note as documentation of your child’s absence to the school within three days of your child’s return. Without a valid note, your child’s absences will be considered unexcused. Please remember that according to our school policy, teachers are not required to give your child make-up work after an accumulation of 5 unexcused absences.

Your child has a total of _____ unexcused absences for this school year.

____ First Notice
If you have any questions or concerns regarding this matter, please call me at ____________ and leave a message specifying a phone number and appropriate time to contact you.

____ Second Notice
I have scheduled a Parent/Student Conference on _____________________________ to discuss your child’s attendance, academic standing, and the possibilities of you and your child receiving special supportive services. If you need to reschedule, please call me at _____________. If your child’s absences continue, you and your child may be referred to the Honolulu Police Department’s School Attendance Program (SAP) Saturday Class.

____ Third Notice
I have scheduled a Parent/Student Conference on _____________________________ to discuss your child’s attendance, academic standing, and the possibilities of you and your child receiving special supportive services. If you need to reschedule, please call me at ______________. If your child’s absences continue, you and your child may be referred to the Honolulu Police Department’s SAP Evening Counseling.

We at Wai‘anae Intermediate want to see your child succeed. To do so, we need your help in getting your child to school every day on time.

Thank you for your cooperation.

Sincerely,

_________________________
Teacher

cc: File

Total absences:_____
Unexcused:_____
Excused:_____

Person Contacted/Phone: ________________________
Date and Time: ________________________

Comments:
HRS 298-9
Attendance Compulsory

The Hawaii Revised Statutes, Sec. 298-9, states that "unless excluded from school or excepted from attendance, all children who will have arrived at the age of at least six years, and who will not have arrived at the age of eighteen years, on or before December 31 of any school year, shall attend either a public or private school for and during such school year, and any parent, guardian, and other person having the responsibility for or care of a child whose attendance at school is obligatory shall send the child to some such school."
Sample Letter I

Date ______________________

To the parents/guardians of _____________________________, grade_____, room_____

Since you failed to show up at the scheduled conference, we would like to inform you as to what was discussed.

In order to help your child attend school regularly, we will be working on the following:

By all of us working together, we know we can help your child succeed in school.

Sincerely,

_________________________
Teacher

cc: File

Missed:  ____Parent/Student Conference  (date/time)
         ____Parent/Student Conference  (date/time)

Additional comments:
Interventions Attempted Prior to Referral to SAP for Truancy

Interventions Attempted Prior to Referral to School Attendance Program for Truancy

Student

Last Name
First Name
MI
Grade

School
Completed by
Date

Dates

Intervention Efforts

1) One (1) face-to-face contact with family and/or legal guardian.
2) One (1) attempt to make home visitation. Or
3) One (1) telephone contact. Give warning of other SAP Levels. Or
4) Three (3) attempts to make telephone contact at parent’s place of employment and/or home.

A) Referral to outreach counselor or truant officer, if available.
B) Referral to appropriate counseling services and/or parenting classes, if available.
C) Implementation of “dog tag” or similar check system for at least four (4) weeks.
D) Assess appropriateness of amending class schedule.
E) Assess appropriateness of and referral to alternative education program, if available.
F) Assess need for special education referral and/or appropriate modification plan.
G) In-school consequences for truancy.
H) Arrange schedule for parent to escort child to class/school for at least two (2) weeks.
I) Discuss appropriateness of 4140 (other than home schooling) with student and parent or legal guardian.

USE OTHER SIDE FOR EXPLANATION AS TO WHY INTERVENTION EFFORTS WERE NOT MADE

(Intervention Efforts Were Not Made)

Plan to Address Truancy/Educational Neglect

(Rev. 2/97)
INTERRUCTIONS ATTEMPTED PRIOR TO REFERRAL TO FAMILY COURT FOR TRUANCY AND EDUCATIONAL NEGLECT PETITIONS

Student ___________________________ Grade _____
List Name ______________________ First ______ M.I. ______
School ____________________________ Completed by __________ Date ______

DATES __________________________ INTERVENTION EFFORTS __________________________
1) Three (3) face-to-face contacts with family and or legal guardian.
2) Three (3) attempts to make home visitation.
3) Three (3) attempts to make telephone contact at parent’s place of employment.
4) Referral to outreach counselor or truant officer, if available.
5) Referral to appropriate counseling services and/or parenting classes, if available.
6) Implementation of “dog tag” or similar check system for at least four (4) weeks.
7) Assess appropriateness of amending class schedule.
8) Assess appropriateness of and referral to alternative education program, if available.
9) Assess need for special education referral and/or appropriate modification plan.
10) In-school consequences for truancy.
11) Arrange schedule for parent to escort child to class/school for at least two (2) weeks.
12) Discuss appropriateness of 4140 (other than home schooling) with student and parent or legal guardian.

USE OTHER SIDE FOR EXPLANATION AS TO WHY INTERVENTION EFFORTS WERE NOT MADE

TO WHY INTERVENTION EFFORTS WERE NOT MADE

__________________________________________
__________________________________________
__________________________________________
__________________________________________

TRUANCY PROBLEM

__________________________________________
__________________________________________
__________________________________________
__________________________________________

PLAN TO ADDRESS TRUANCY/EDUCATIONAL NEGLECT

__________________________________________
__________________________________________
__________________________________________
__________________________________________
ATTENDANCE NOTICE —FINAL NOTICE

Date ____________________

To the parents/guardians of _____________________________, grade _____, room _____

According to our school records, your child now has a total of _____ absences.

We have tried to assist you with your child’s attendance problems. Letters of notification have been sent (dated) __________, (dated) __________, (dated) __________ and requests for parent conferences have been made. You and your child have also been referred to the Honolulu Police Department’s School Attendance Program. At this point, our attempts to help improve your child’s attendance have been unsuccessful. Your child continues to be absent from school.

Since our efforts at school have not been successful, we have no choice but to refer this matter to Family Court, according to Hawaii State Law, Revised Statutes 298-13. We feel we can best help you and your child by obtaining the court’s help.

Sincerely,

________________________
Principal

cc: File
Teacher

Total absences:_____ Person Contacted/Phone: __________________________
Unexcused:_____ Excused:_____ Date and Time: ________________________

Comments