



KAGMAN HIGH SCHOOL

United in Spirit Leading with Courage

Pre-Arranged Absences Agreement

Benjamin Jones Jr., M. APE
Principal

Student: _____

Grade: _____

Dates of Intended Absence: _____

SY: _____

Shirley Norita, M. Ed.
Vice Principal for
Curriculum and Instruction

Application:

- Absence can **NOT** exceed 3 weeks
- Student is temporarily off island or otherwise unable to attend classes for a bonafide reason, which has been verified and approved by KHS Administrative.
- Credit by correspondence is only available if the student has been/will be present for a majority of the quarter in which the absence will occur.
- Approval will be based on students' attendance, disciplinary records, grades, necessity, and length of intended absence.
- Absence may not be excused, especially during final examinations.

Francisca Bondoc, B.S. EEd
Vice Principal for Discipline

Main Office
Tel (670) 664-3781
Tel (670) 664-3196

Parent Responsibilities:

- Parent must notify school of the situation and dates during which the student will be absent from school.
- Parent must submit pre-arranged absences as soon as possible, at least one week in advance.

School Registrar
Bernie Babauta
Tel (670) 237-3193

Teacher Responsibilities:

- Teacher should provide student access to the assignments for the duration of their absence.
- Teacher should pre-arrange an agreeable timeline for turning in assignments.
- Teacher should pre-arrange a reliable method for turning in assignments.
- Teacher must stay in communication with student during the absence.

Attendance Office
Tel (670) 237-3133

Student Responsibilities:

- Student should request work from his/her teacher as early as possible.
- Student must pre-arrange an agreeable timeline for turning in assignments.
- Student must complete all assignments in a timely manner, i.e. before grades are due.
- Student must comply with teachers designated method for turning in assignments.
- Student must communicate with their teacher regularly.

Email
benjamin.jones.jr@cnmipss.org

Consequences:

- Cheating (defined as other people doing the work or plagiarism) = **NO CREDIT**
- Incomplete work = minus points; possibility of not passing the class.
- Late work = minus or lose credit for assignment, as per teacher discretion.

Parent Signature

Date

Counselor Signature

Date

Principal

Date

ABSENCE APPROVAL FORM

This is to be signed by a parent/legal guardian and given to the Principal or Vice Principal BEFORE the scheduled absence. This form must be accompanied by any supporting documents for the purpose of absence by the student(s).

(last) _____ (First) _____ (Middle Int.) _____

Grade _____ Homeroom _____ Counselor _____

Class Schedule

1st Period _____

2nd Period _____

HQ: _____

3rd Period _____

4th Period _____

PURPOSE of ABSENCE

Please check one of the following areas:

Medical Reason Dates Affected _____ # of Days _____

Death in the Family (please indicate name or deceased & relation) _____
Dates Affected _____ # of Days _____

Other (Pls. specify) _____
Dates Affected _____ # of Days _____

Name of Person Applying _____ Relation to Applicant: _____

Parent / Guardian Signature _____ Phone # _____

FOR SCHOOL OFFICIAL USE

Approved Disapproved Principal's Signature _____

Excused Unexcused Date _____

Note(s) _____