



Rolling Hills Public Charter School

8900 N Horseshoe Bend Rd, Boise, ID 83714

(208) 939-5400, Fax (208) 939-5401

Website: www.rhpcs.org

Main Email: contact@rhpcs.org

PLANNED ABSENCES NOTIFICATION FORM

At Rolling Hills Public Charter School we hold high expectations for student attendance. The key reasons for our focus on attendance and punctuality include: educational benefits, employability, and financial impact on the school. Families are expected to refer to the school calendar and plan your vacations, medical/dental and other appointments, and other family engagements on dates or times when school is not in session. Please carefully review the RHPCS Handbook for detailed information regarding attendance expectations, excused vs. unexcused absences, and make-up work related to absences. **Please specifically note that students may not make up, for credit, any homework or tests missed because of unexcused absence(s).**

Rolling Hills Public Charter School recognizes that attendance decisions ultimately rest with the parent or guardian. This form is to be utilized to notify RHPCS of a planned absence for your child/children.

Parent/Guardian Name: _____

My student(s) that will be absent:

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Planned Date(s) of Absence: _____

Reason for Absence: _____

Best way to contact me regarding this absence:

Best Ph#: _____ Best Email: _____

Parent/Guardian Signature: _____ Date: _____

For Office Use Only

Determination by Administrator:

_____ Excused Absence: Absence meets criteria for excused under the following category:

_____ Student illness/injury (Physician's documentation received? Yes / No)

_____ Court Appearance

_____ Bereavement for death in family

_____ Extraordinary circumstances approved by RHPCS administrator

_____ Unexcused Absence

Administrators Signature: _____ Date: _____

Homeroom/Primary Teacher(s) Notified _____ Specials Teachers Notified _____