

# HAMTRAMCK PUBLIC SCHOOLS

## EXTENDED ABSENCE NOTIFICATION FORM

Date: \_\_\_\_\_ Student Local ID # \_\_\_\_\_

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

Student Date of Birth: \_\_\_\_\_ Student Grade: \_\_\_\_\_

As the parent/guardian of \_\_\_\_\_, I am choosing to take my child out of school for an extended period of time.

The last day of school for my child will be: \_\_\_\_\_

I anticipate that my child will return on: \_\_\_\_\_

**The reason for this absence is:**

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I understand that by doing this, I am putting my child at risk for failure in school. I further understand that the following may occur:

- Student not receiving credit for time missed
- Student not receiving the same building, schedule, or teacher upon return
- Student not progressing to next grade level
- Student being required to attend summer school

**I also understand that if the absence is over 10-days then upon my child's return I must:**

- Reregister my child at the Residency Office.
- Provide official transcripts (translated into English) if my child attended school during his/her time away from Hamtramck.
- If your child is Schools of Choice and is dropped for non-attendance then you will not be able to re-enroll until the next Schools of Choice application period.

\_\_\_\_\_  
Parent/Guardian Print

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Please list here any SIBLINGS (brothers or sisters) that will also be gone on an extended absence from a Hamtramck Public School for the same reason and length of time:**

Student Local ID # \_\_\_\_\_

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

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

Student Local ID # \_\_\_\_\_

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

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

Student Local ID # \_\_\_\_\_

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

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

Student Local ID # \_\_\_\_\_

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

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

Student Local ID # \_\_\_\_\_

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

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

<b>FOR OFFICE USE ONLY:</b>	
Attendance code: _____	
Date Entered: _____	Initials: _____
<b>Disposition</b>	<b>Date</b>