



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

October 15, 2020

TO: Complex Area Superintendents, Principals (All), School Administrative Services Assistants, Registrars and Attendance Clerks, School Attendance Personnel

FROM: Dr. Christina M. Kishimoto
Superintendent

SUBJECT: Revised School Attendance Procedures, October 2020

The revised School Attendance Procedures (SAP), to be implemented by all schools, are updated periodically. This document supersedes any previous versions. All elementary and secondary schools are expected to adhere to the procedures outlined for taking and reporting daily attendance. Due to the COVID-19 pandemic, these procedures have been modified for in-person and virtual environments. Please inform students, parents, teachers and staff of your school's attendance policy and procedures if you have not already done so.

Should you have any questions regarding policy and procedures, please contact Maureen Ikeda, Student Support Section at 305-9787 or by email at maureen.ikeda@k12.hi.us. For assistance with data entry and any related operational issues, please contact the DOE IT Help Desk at help.hidoe.org.

CMK:mi
Attachment

c: Deputy Superintendent
Assistant Superintendents
Hawaii State Public Charter School Commission
Office of Student Support Services