

## **PLANNED ABSENCE POLICY UPDATE**

**We are updating our protocols for non-school related, planned absences. Please see below for the updated directions for parents and students. This new procedure will take full effect Nov 1, 2023.**

**For parents whose student has a non-school related, planned absence that will exceed two days:**

- Go to Veracross / report an absence
- Select "multi-day absence" and fill out the required information

**For students who have a non-school related, planned absence that will exceed two days:**

The **student** must send an email at least two days prior (but no more than 7 days prior) to the start of the planned absence.

**The email should be sent to:**

- Mrs. Fields
- Mrs. Kramer
- Each of the student's classroom teachers
- The student's counselor
- The student's parent(s)

**The email must include:**

- Date(s) of absence and total days of school that will be missed
- Reason for absence
- A request for each teacher: What schoolwork can I complete during my absence?

*Students are also encouraged to have face-to-face conversations with teachers about make-up work prior to the absence.*