



## Pre-Planned Absence Protocol

### **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. Balicki
- Each of the student's classroom teachers
- The student's counselor
- The student's parent(s)

#### **The email must include:**

- Dates of absence
- 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.*