



# CAMPUS LEAVE PROCEDURES

## DAY STUDENTS

- All absences during the school day must be emailed to [attendance@s-sm.org](mailto:attendance@s-sm.org)

## BOARDING STUDENTS

- Leave requests must be submitted through REACH
- Leave requests submitted to REACH after 4:30 PM, M-F will not be processed or approved by the office until the following day (Monday for weekends). Leave requests must have approval from all other parties (parents and/or hosts as appropriate) in order to be approved by the office or dorm parents.
- Leave requests submitted to REACH with inaccurate or incomplete host information will be declined, with an invitation to re-submit with updated information. The minimum host information required is the host's full name, email address, phone number, and location where they will be staying.

## IMPORTANT INFORMATION

- Upper School Absences that include missing any portion of a school day (including blended days) will only be approved following an in-person meeting with Mr. Schaefer.
- Middle School Absences that include missing any portion of a school day will only be approved following an in-person meeting with Ms. Schauer or Mr. Blackmer.
- If your student will need a pre-travel COVID test, please email SSM Health Services.
- Absence requests for weekends and airport requests for Mondays **must be submitted by Thursday at noon**. Please allow 2-3 days for your request to be fully processed. Travel emergency requests should call 507-330-3001.
- For Airport Shuttle Fees, please refer to the Shuttle Fees PDF for more information.
- For more information regarding bus vs. van service, please see the student handbook. Please note that the van fee is per student and will be the same regardless of the number of students on the van.