



Pre-Planned Absence Procedure

Students who have a non-school related, planned absence that will exceed two days must utilize the following procedure. The **student** should send one email at least two days prior (but no more than 7 days prior) to the start of the planned absence. The email should include all of the following:

- Each classroom teacher
- Counselor
- Parent(s)/Guardian(s)
- Attendance Director
- Dean of Students
- Dean of Student Academic and LRC Services

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 in-person conversations with teachers about make-up work prior to the absence. Pre-planned excused absences do count towards a student's attendance maximums.

Students are responsible for communicating with their teachers and for all the work administered while they are absent. If a student does not follow this procedure at least two days prior to being absent, teachers are not obligated to accept work that was assigned or provide make-up assignments administered during the absence.

Lengthy and/or repeated family trips present students and teachers with a difficult make-up task. Family trips should be taken during scheduled school vacation times whenever possible. If a trip falls outside of a regular vacation time, the absences directly affect a student's class participation and therefore their comprehension of the subject matter. Because trips directly affect the workload of teachers involved, in some cases teachers may *not* have time to meet all requests for make-up help. The additional absences may also affect a student's ability to receive course credit per the attendance maximums detailed above.