

## Procedure for Student Planned Absences

One of the most important goals that we have for each of the students at Benchmark School is that students be safe at all times. As you know, one way that we work to ensure each student's safety is our procedure for calling parents whose child is not in school on a given day.

We know there are times when families know ahead of time that a student will be out of school for various reasons (school visits for those students who are transitioning to a new school next year, religious holidays, doctor's appointments, etc.). If you know ahead of time that your child will be missing school, we would appreciate it if you would complete one of the forms included in the Wednesday announcements, and have your child bring it to school **prior** to the planned absence. This will provide our office staff with accurate information about a child who is not in school and will enable them to follow up more quickly on absences of which we were not aware.

Thank you for helping us do all that we can to ensure the safety of each of our students.

---

### Student Planned Absence Form

\_\_\_\_\_ will be absent from school on  
(Student's Name)

\_\_\_\_\_. The reason for this planned  
(Day and Date)

absence is \_\_\_\_\_.

I understand that it is my child's responsibility to talk with teachers prior to this absence to

obtain assignments that will need to be completed.

\_\_\_\_\_  
Parent/Guardian Signature

