

PLANNED ABSENCE & INDEPENDENT STUDY

If you know in advance that your child will miss five days or more, you can request a planned absence form from the attendance office. The complete form must be submitted **before** the planned absence. Note that planned absences are generally granted only for trips with an educational component, such as college visits or participation in a youth conference. In unusual circumstances, we can grant permission for family emergencies.

The Following steps must be completed:

Before you go:

- Fill out this page with your information and a short explanation for the planned absence.
- Get signatures from parent/guardian and academic counselor. Student signature is also required.
- Have all teachers complete and sign the form on the third page of the planned absence packet. *Note: You must have homework assigned in every subject. If not all teachers complete the form, it cannot be used.*
- Return your packet to the dean of attendance at least five days before your planned absence.
- Submission of this form does not guarantee approval of absence.

During your Absence:

- Complete all homework that was assigned to you.

When you Return to BHS:

- Turn in all homework to your teachers
- Remind teachers that you will need the homework once they've finished grading it. Ask them to write a grade on the assignment itself.
- After teachers have graded your homework, collect and bring a.
- After teachers have graded your homework, collect and bring it all to the dean of attendance.

**** It is the student's responsibility to follow up with the entire process of this form as listed above.**