



In the case that your student will not be at school for a prolonged period of time for travel, medical, etc...it is crucial that plans be made ahead of time to help students maintain success here at STEM. If students are gone for 10 consecutive days, they are at risk of being unenrolled at the school. The student's spot at the school cannot be guaranteed after an extended absence encompassing the months of May through September. You will continue to receive school truancy communication.

Here is the process to be followed when requesting a prolonged absence:

- Contact administration with the dates of the absence
- Set up a conference or email the teacher(s) to develop a plan
 - Make teacher aware of internet accessibility or other potential challenges
- Provide a physician's note (medical) to administration

Extended Absence Plan

Student Name: _____

Parent Name: _____

Dates of extended absence: Start _____ Return _____

Explanation of absence:

Proposed activities to maintain / enrich core academic skills during extended absence(must be signed by teacher)

Reading (ie. Daily local newspaper, trip related literature, novels, magazines, etc.)

Teacher Signature: _____

Writing (ie. Daily journal, blog, literature summaries, travelogue, creative writing, etc.)

Teacher Signature: _____

Mathematics (ie. Trip budget, mapping distance activities, currency exchange work, etc.)

Teacher Signature: _____

Social Studies (ie. Researching area history, interviews, geocaching, mapmaking, etc.)

Teacher Signature: _____

Science(ie. Weather observations, observing local wildlife, nature studies, etc.)

Teacher Signature: _____

Engineering

Teacher Signature: _____

Computer Science

Teacher Signature: _____

Arts classes (music, PE, art)

Teacher Signature: _____