



REQUEST FOR PREARRANGED ABSENCE MIDDLE AND HIGH SCHOOL

1. STUDENT

Student Name _____ Student ID _____ Grade _____

Parent or Guardian Name (please print name) _____ Middle or High School _____

I request a prearranged absence for my child on the following date(s) _____

Medical Family Trip/Vacation Religious Observance Family Emergency

Other _____

Please provide details about the reason for the absence:

Note to parent and student:
 I understand, based on Fairfax County Public Schools (FCPS) Regulation 2234.7, that absences for "family and/or other vacations, child care situations, missed school bus, non-school-related activity, or other reason unacceptable to the principal or his or her designee", are unexcused. FCPS encourages family trips during scheduled school vacations and strongly discourages such trips during the school year because these absences interrupt the continuity of learning.
 Student absences for chronic or long-term illness may **require** medical documentation.
 Please contact the school Public Nurse if your student will need support when he or she returns to school.
 Students with a prearranged absence will be responsible for requesting assignments, completing homework, and preparing for scheduled tests.
 If the absence is not approved and the student does not attend school, the the absences will be unexcused. Teachers are not obligated to provide make-up work or to administer missed tests.
 In the case of an approved prearranged absence during final exams, the administrator will determine if the exam is taken early or deferred.
IMPORTANT: According to state law, any student absent from school for 15 consecutive days regardless of reason will be withdrawn from school. Parents will need to reenroll their students on their own.

Parent or Guardian Signature _____ Date _____

2. Teacher Review

Please indicate your recommendations

Period	Subject	Teacher Name	Initials	Comments
1				
2				
3				
4				
5				
6				
7				
8				

3. Administration Action

Administrator Name _____ Date _____

Prearranged **Excused** Prearranged **Unexcused** (with parent notification) _____

Comments: _____ Initials _____ Date _____