# REQUEST FOR PREARRANGED ABSENCE
# MIDDLE AND HIGH SCHOOL

## 1. Parent/Guardian

| Parent or Guardian Name (please print name) | Date |
|---|---|
| Middle or High School | Grade |

I request a prearranged absence for my child _____ Date _____
(please print name)

☐ Medical ☐ Family Trip/Vacation ☐ Religious and Cultural Observations ☐ Family Emergency

☐ Other _____

Parent/Guardian Signature _____ Date _____

**Please provide details about the reason for the absence:**

**Note to parent and student:**

I understand, based on FCPS Regulation 2234.7 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.

Absences for chronic or long-term illness may require doctor's notes.

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, then the absences will be unexcused and teachers are not obligated to provide make-up work or to administer any missed assignments.

In the case of an approved prearranged absence during final exams the administrator will determine if the exam is taken early or deferred to the summer.

**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According to state law, any student absent from school for 15 consecutive days regardless of reason will be withdrawn from school.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.**

## 2. Teacher

**Please indicate your recommendations or reservations**

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

## 3. Administration

☐ Prearranged **Excused** ☐ Prearranged **Unexcused** (with parent notification) _____ Initials _____ Date

Comments: