



2021-22 FAIRFAX ACADEMY PRE-ARRANGED ABSENCE FORM

Complete this form and return it to the Academy Office (E119) at least 2 days before the Absence.
The form must be signed by your 1) Academy Teacher, 2) Base School and 3) Parent/Guardian.

1. PRINT Student First & Last Name: _____

2. ID#: _____ Base School: _____

3. Academy Class(es): _____

BLOCK Time (Check all that apply): ___ AM ___ MD ___ PM ___ Double Block

4. Date(s) of Absence(s); List school days only: _____

*5. Academy Teacher Signature _____

Teacher Comments, if needed: _____

NOTE: All students are required to make up any work missed in their Academy Class due to any absence, including pre-arranged absences.

6. Base School Activity (Please check)

___ School Field Trip ___ Pep Rally

___ Testing: SOL, AP, IB ___ Altered Bell Schedule

___ Other (Please Explain): _____

Family/Personal Activity (Please check)

___ College Visit ___ Vacation ___ Medical Appt.

___ Other (Please Explain): _____

*7. Base School Signature: _____
(ATTENDANCE, COUNSELOR, OR ADMINISTRATOR)

*8. Parent Signature: _____

***ALL THREE SIGNATURES REQUIRED**
Return this form to the ACADEMY OFFICE, Room E119

General Info Regarding Fairfax Academy Absences

Base schools do not automatically report attendance to Fairfax Academy. If there is a schedule conflict, the decision on which class to attend is left to the student in consultation with parents and affected teachers. The parent/guardian must report absences directly to Fairfax Academy. Notices from students are discouraged and will not be accepted.

In an effort to help maintain accurate attendance records and minimize unnecessary absence calls, we ask that you follow these procedures for scheduling conflicts:

Students who choose to attend base school classes and miss their Academy class:

- Students/parents should notify Fairfax Academy of any and all absences.
- As a courtesy, students should work with their Academy teachers in advance of their absence.
- The Academy will enter the appropriate excused absence code.
- The base school will record the student's attendance.

Students who choose to attend Academy classes and miss their base school classes:

- Students should advise their base school Attendance office or Sub School, as well as any affected teachers, that they will be absent in order to attend the Academy class.
- The base school will enter the appropriate excused absence code for Academy students.
- The Academy will record students' attendance as usual.