

## 2023-2024 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: _____
<b>*5. Academy Teacher Signature</b> _____
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.