FAIRFAX ACADEMY
PRE-ARRANGED ABSENCE FORM

Complete this form and return it to the Academy Office 2 days before the Absence. The form must be signed by your Academy Teacher and either by someone from your Base School Staff (for base school activity) <u>OR</u> your Parent (family/personal activity).

Name of Student _____

Base School _____

Academy Class _____

BLOCK: ___ AM (7:30–9) ___MID (9:30–11:00) ___PM (12:35–2:05)

Date(s) of Pre-Arranged Absence(s) _____

Academy Teacher Signature _____

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.

<u>Base School Activity</u> (Please check)

_____ Senior Activity

_____ Testing: SOL, AP, IB

_____ Guidance Activity

_____ Altered Bell Schedule

_____ Other _____

Base School Signature _____
(***ATTENDANCE, GUIDANCE, OR ADMINISTRATOR***)

Use the box above OR the box below

<u>Family/Personal Activity</u> (Please check)

_____College Visit

_____Other (List Details): _____

Parent Signature _____

Phone: (703) 219-2226
Fax: (703) 219-2382

3501 Rebel Run
Fairfax, VA 22030