

FALLS CHURCH 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) OR your Parent (family/personal activity).**

Name of Student _____

Base School _____

Academy Class _____

BLOCK: ___ AM (7:20-8:50) ___ MID (9:30-11:00) ___ PM (11:40-1:10)

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.**

Base School Activity (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

Family/Personal Activity (Please check)

_____ College Visit

_____ Other (List Details): _____

Parent Signature _____