

MARSHALL ACADEMY ATTENDANCE POLICY

If your student is absent you must:

1. Notify student's base school attendance office
2. Notify the Marshall Academy attendance office by phone, e-mail, or a written note
(This applies to Marshall High School students also!)

Academy Attendance Office
703-714-5582
Diane.Murphy@fcps.edu

Absences must be excused no later than five (5) days after the date of absence. **After five (5) days the absence will become "unexcused" and will not be changed.**

I have read and understand the above attendance policy for the Marshall Academy.

(Parent/Guardian)

(Date)

I have read and understand the above attendance policy for the Marshall Academy.

(Academy Student)

(Date)