



Robinson Secondary School

PREARRANGED ABSENCE FORM

STEP 1: Parent/Guardian

I hereby request a prearranged absence for my child _____,
Grade _____, for the following dates: _____. The reason for this absence is:

- Medical _____
- Family Emergency
- Family Graduation
- Family Trip/Vacation
- Other _____

Note to parent/guardian and student: New State attendance policies require all absences, including prearranged excused absences, to be accounted for by all schools. As a result, any student who has 5 or more all-day absences will receive a chronic absence letter by mail that explains this new policy. Please be mindful of this change as you are completing this form.

IMPORTANT: According to state law, any student absent from school for 15 consecutive days regardless of reason will be withdrawn from school. Parent/Guardian will need to reenroll their students on their own.

For further information of FCPS attendance regulations, go to:

<https://go.boarddocs.com/vsba/fairfax/Board.nsf/goto?open=&id=867S JL2A8986>

Parent/Guardian Signature: _____ Date: _____

STEP 2: Teacher

Please indicate your recommendations or reservations. Thank you.

Period	Subject	Teacher's Name	Initials	Comments
1				
2				
3				
5				
6				
7				
8				

STEP 3: Administration

- Prearranged Excused
- Prearranged Unexcused

Subschool Principal's Signature: _____