



Robinson Secondary School

PREARRANGED ABSENCE FORM

STEP 1 Parent

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 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IMPORTANT: According to state law, any student absent from school for 15 consecutive days regardless of reason will be withdrawn from school. Parents will need to reenroll their students on their own. For further information of FCPS attendance regulations, go to [http://www.boarddocs.com/vsba/fairfax/Board.nsf/files/8KSQJE6808AC/\\$file/R2234.pdf](http://www.boarddocs.com/vsba/fairfax/Board.nsf/files/8KSQJE6808AC/$file/R2234.pdf).

Parent Signature: _____

Date: _____

STEP 2 Teacher

Please indicate your recommendations or reservations. Thank you.

Period	Subject	Teacher's Name	Initials	Comments
1				
3				
4				
5				
6				
7				
8				

STEP 3 Administration

- Prearranged Excused
- Prearranged Unexcused

Subschool Principal's Signature _____