



Hayfield Secondary School

PRE-ARRANGED EXCUSED ABSENCE FORM

STEP 1 Parent

I hereby request a prearranged absence for my child _____,

ID # _____ Grade _____, for the following dates: _____.

The reason for this absence is:

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

I understand, based on FCPS Regulation 2234.7, absences for “family and/or other vacations, child care situations, missed school bus, non-school-related activities, or other reason unacceptable to the principal or his or her designee,” are non-excused. Chronic or long-term illness may require doctor’s notes. 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	Assignment Due Date
1					
2					
3					
5					
6					
7					
8					

STEP 3 Administration Once all teachers signatures are obtained, student should bring the form to their sub school for signatures below.

Sub school Principal’s Signature _____

Student Services _____ Counselor _____