



Hayfield Secondary School

PRE-ARRANGED 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 (UNEXCUSED)
- Other _____

I understand, based on FCPS Regulation 2234.7, absences for “family and/or other vacations, child care situations, missed school bus, nonschool-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
1				
2				
3				
5				
6				
7				
8				

STEP 3 Administration

Prearranged Excused

Prearranged Unexcused

Subschool Principal’s Signature: _____

Dean of Student’s Signature: _____

Pre-Unexcused (PRX) Parent notified on _____ by _____
(Date) (Initials)