**Attendance Policy**

Marshall Academy’s attendance procedures are ***different*** from the base schools. We must be notified in addition to the base school.

* Do not email office or teachers for attendance

**(teachers cannot excuse students)**

* Do not rely on the base school to pass on information
* A parent/guardian must call the Academy’s **24/7 Attendance Line** directly to excuse **all** absences at **703-714-5544**
* Please have a parent/guardian fill our pre-arranged absence form for absences such as: vacation, testing, field trips or any other planned absence.
* **Tardiness due to oversleeping or car issues is not excusable.**

**Please call Mrs. Walden in the Academy Office for questions at 703-714-5500.**

Thank you and have a wonderful year!