

Pre-Arranged Absence Form

MARSHALL ACADEMY

7731 Leesburg Pike, Falls Church VA 22043 Ph. (703) 714-5544 fax (703) 714-5681 kowalden@fcps.edu

Complete this form and return it to the Academy office before the absence or late arrival. The form must be signed by your Academy teacher and your parent/guardian. For activities planned by your base school, this form must be signed by your attendance office, administrator, or school counselor.

Name of Student _____

Base School _____

Academy Class _____

Block: AM (8:10 - 9:29) ___ MID 1(10:15 - 11:34) ___ Mid 2 (12:10 - 1:29) ___ PM (1:35 -2:55) ___

Date(s) of Pre-Arranged Absence(s) _____

Academy Teacher Signature _____

Comments, if needed _____

Note: All students are required to make up all assignments that are missed in their Academy class due to any absence, including pre-arranged absences.

Base School Activity (Please check all that apply)

___ Senior Activity ___ Testing: SOL, AP, IB, other ___ Guidance Activity

___ Altered Bell Schedule ___ Other (list details) _____

Base School Signature _____

(Attendance, Administrator, or Guidance Counselor)

Use the box above OR the box below

Family/Personal Activity (Please check all that apply)

___ College Visit ___ other (list details) _____

Parent Signature _____ Phone Number _____

