

Potomac Shores Middle School

17851 Woods View Drive • Dumfries, VA 22026

703-291-3590 • potomacshoresms.pwcs.edu

Kanika Dorsey, Principal

PRE-ARRANGED ABSENCE FORM

Student Name: _____ Grade: _____

Date(s) of Absence: _____

Reason for Absence: _____

Name of Parent/Guardian (Printed) Parent/Guardian Signature Date

School personnel below this line only.

Approved

Denied

Principal's Signature / Date

Please be advised that it is your decision as parents/guardians to take your child(children) out of school. However, not all absences are approved. Please review the attached regulation prior to submitting your request.

In accordance with Virginia Code §22.1-254, children between the ages of 5 and 18 are required to attend school for the same number of days and hours that school is in session. It also requires schools to take action when students incur five or more unexcused absences. Per School Board Regulation 724-1, Preapproved absences are discouraged and will only be granted in extraordinary circumstances. Family trips should be scheduled during school holidays and over summer break. Absences for family trips will not be excused unless accompanied by extraordinary circumstances, and in no case for any period exceeding five school days without the approval of the Office of Student Services. A determination of whether extraordinary circumstances exist lies in the discretion of the principal, in collaboration with the Office of Student Services. Per School Board Regulation 724-1, students with ten or more absences, excused or unexcused, for which little or no make-up work is completed, may be considered for retention (grades K-8).

The Process:

1. Complete the top of form and have a parent/guardian sign form or attach a note.
2. Take the completed form to the principal's administrative assistant for the principal's approval/signature.
3. Once form is signed, student will take form to his/her teachers for signature. Teachers will give assignments and make-up deadline.
4. It is the responsibility of the student to schedule any make-up quizzes, tests and other assignments with the teacher.

PERIOD	TEACHER SIGNATURE	Comments
HR		
1		
2		
3		
4		
5		
6		
7		
PE		
Music/Drama		