

# Fairfax High School Attendance Policies

## General

It is a student's responsibility to attend school regularly, on time, and follow assigned schedules. When students must miss school the following procedures must be followed:

## All Day Absences

- Must be excused by a parent or guardian by using one of these two methods.
  - Calling the **Attendance Line at 703-219-2211**
    - Last Name (A-Lee) - Press 1
    - Last Name (Lef-Z) - Press 2
    - Spanish Speaking - Press 3
  - **Using the online Attendance Form**
- Parents/guardians have three (3) days to excuse the absence.
- *If you receive a call-out message, and believe it is in error, please have your student check with the classroom teacher for that period.*

## Early Dismissal

- **Planned Check Out** - (medical appointment or other excused absence):
  - Please send a note or the **Check-out form** with your student to bring to the **Attendance Office, Room L103**, upon arrival to school; your student will receive a pink check-out pass.
  - If you do not send in a note with your student, please print, complete, sign, and email the **Check-out form** to **FairfaxHigh.Attendance@fcps.edu**, prior to picking up your student.
  - Students **must sign out** in the **Attendance Office L103** before leaving school (if your student brought in a note or parents emailed a note, parents do not need to come into the school). If the student fails to sign out, the absence will **not** be excused.
  - If returning to school, the student must sign in at the **Attendance Office, Room L103**, before returning to class.
- **Students who become ill, must go to the clinic to call home; they may only check out from the clinic.**
- **We cannot accept phone calls for early dismissal. We need written documentation or an in-person check out.**

## Late Arrivals

Students arriving after 8:30 a.m. must:

- First report to the **Attendance Office, Room L103** to obtain a blue tardy pass to class. Students will be assigned an **Excused Late Arrival** or an **Unexcused Late Arrival**. Students who are late for an excused reason **must**:
  - Bring a note from parent/guardian; **or**
  - Bring in the **Check-in form**; **or**
  - Provide a note from the appointment
- Parent/guardian should call the **Attendance Line 703-219-2211** to inform the school about the late arrival.

## Prearranged Absences - absences for more than one (1) day

- Request for Pre-arranged Absence **must** be completed by parent and signed by all teachers before the form can be turned into the sub school office for AP approval
- Student must use the FCPS Pre-arranged Absence form, which may be found in the sub school (A-LEE - Room A114 or LEF-Z - Room D127) or **online on the FCPS website**.

