

## LRES Extended Student Absence Documentation Form

The following procedures and regulation have been adopted for application in all Prince William County Public Schools, in accordance with Code of Virginia regarding compulsory attendance for all school-aged students.

Preapproved absences are discouraged and will only be granted on a case-by-case basis by the principal or his/her designee. We encourage family trips to be scheduled during school holidays and over summer break. Absences for family trips will not be excused unless accompanied by extraordinary circumstances. A determination of whether extraordinary circumstances exist lies in the discretion of the principal, in collaboration with the Office of Student Services. Preapproved absences which become excessive in length may result in the absences being marked unexcused and a referral made to the attendance officer for compliance with the compulsory education laws. The parent/guardian will meet with the School Administrator/Designee to develop an Attendance Plan for unexcused absences of five or more days. For further details see Regulation 724-1 on the Prince William County School web site [www.pwcs.edu](http://www.pwcs.edu).

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### **Parents Need to Complete the Following Information Regarding the Absence**

Student Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Teacher Name \_\_\_\_\_ Grade \_\_\_\_\_

Date Request Submitted to LRES Office \_\_\_\_\_ First Day Student will be Absent \_\_\_\_\_

Date Student will **return** to School \_\_\_\_\_

In the event these pre-arranged absences are unexcused, as the Parent/Guardian, I have read and understand the process of consequences as laid out in Regulation 724-1. As the Parent/Guardian, I am making the commitment that the student will complete all missed assignments within 2 days of return.

Parent Signature \_\_\_\_\_

Detailed reason for the absence \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### **To Be Completed by LRES Staff ONLY**

Prearranged Excused \_\_\_\_\_ Prearranged Unexcused \_\_\_\_\_

\*\*All missed assignment must be completed within 2 days of the student's return to school.

Principal Signature \_\_\_\_\_

Mrs. Sarah Harrington

Principal comments regarding the absence \_\_\_\_\_

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\_\_\_\_\_