

Herbert J. Saunders Middle School

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Mr. Matthew Eline, Principal

Request for Pre-arranged Absence

The “Request for Pre-arranged Absence” form is required for students who will be absent from school three or more consecutive days. In accordance with PWCS Regulation 724-1 and Virginia compulsory attendance law governing the compulsory education of students, preapproved absences are discouraged and will only be granted in extraordinary conditions. Please note, absences for family and/or athletic trips/travel will not be excused and under no circumstances are absences exceeding five school days approved/excused. Please be aware, any student who is absent for more than 15 consecutive days will be withdrawn from school and referred to the Attendance Officer. Also, if a parent chooses to remove their student from school for any period of time, those absences, excused or unexcused, will count towards the student’s overall attendance record. Once a student reaches 10 absences total, an attendance meeting will be scheduled, and the student will be placed on an attendance plan for the remainder of the school year.

For any pre-approved absences to be considered as an excused absence, the following conditions must also be met:

- 1) Administration must receive the completed “pre-arranged absence form” with the reason for the absence and the duration of the absence at least two weeks prior to the absence;
- 2) The student is in good standing;
- 3) The student has a prior record of good attendance;
- 4) It is the student’s responsibility to obtain, completed, and submit all missing work within the guidelines outlined in the late work policy; and
- 5) The absence does not occur during standardized testing dates.

Student Name: _____ Student ID: _____ Grade: _____

Dates of Absences: _____ Date of Request: _____

Reason for Request: _____

Parent Signature: _____

_____ Request Approved _____ Request Denied

Notes: _____

Administrator Signature: _____ Date: _____