FAIRFAX HIGH SCHOOL
Attendance Procedures

Absences
- **All Day** absences must be excused by the parent or guardian by calling the Main Attendance Line at (703)219-2211 to leave a message or in writing with a note to the sub school within 48 hours.
  - If you receive a call-out message in error, please have your student check with the classroom teacher for that period.
- **Prearranged** absences (college visits, family travel, upcoming medical treatments, etc.) MUST be requested in writing and given to the appropriate sub school office for approval at least two days prior to the absence.

Tardies
- Fairfax County is very strict about tardies. The following will not be excused: oversleeping, power outages, car trouble, traffic, and missing the bus.
- Students who are late for excused reasons must:
  - bring a note to excuse the tardy within 48 hours, OR
  - have parent or guardian must call the attendance line (703) 219-2211 to leave a message letting us know about the late arrival
  - check in on arrival at their sub school (even during class passing times)

Checking Out From School
To check out your student from school (doctor’s appointments or other excused absences):
- **Planned Sign Out** - we **cannot accept phone calls for early dismissal**
  - Send a note with your student to bring to the sub school Administrative Assistant first thing in the morning.
  - You can pick your student up at the Kiss and Ride area. (If student is driving, he/she can leave after signing out in the sub school).
  - If the student fails to sign out, the absence will not be excused.
  - Students who become ill during the day, must go to the clinic to call home as they may **ONLY** sign out from the Clinic.

- If you were unable to send in a note in the morning you can do either of the following:
  - Fax a note to the appropriate sub school.
  - Park and come into the school with your driver’s license/ photo ID. Please allow plenty of time! You will have to check in at the main office before going to your sub school. The AA will send for your student while you write the dismissal note. If your student is in PE or lunch, or if the class is out of the classroom, it may take extra time to get them.

Student’s Responsibilities for Checking Out From School
- Bring the early dismissal note signed by the parent or guardian to the sub school before school.
- Bring the pass to the sub school before leaving.
- If returning to school that same day, check into sub school office **before** going to class, even if it is between classes.

Sub School Numbers:
<table>
<thead>
<tr>
<th>Sub School</th>
<th>Phone Number</th>
<th>Parent</th>
<th>Fax Number</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (A - Er)</td>
<td>703-219-2395</td>
<td>Mrs. Kreisel</td>
<td>703-219-4057</td>
<td>A 114</td>
</tr>
<tr>
<td>2 (Es - Lee)</td>
<td>703-219-2256</td>
<td>Mrs. Bryan</td>
<td>703-219-2388</td>
<td>E 125</td>
</tr>
<tr>
<td>3 (Lef – Re)</td>
<td>703-219-4988</td>
<td>Mrs. Mall</td>
<td>703-219-2273</td>
<td>D 127</td>
</tr>
<tr>
<td>4 (Rf - Z)</td>
<td>703-219-2224</td>
<td>Mrs. Parrish</td>
<td>703-219-4098</td>
<td>L 105</td>
</tr>
</tbody>
</table>

Main Attendance Line: 703-219-2211