

# 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.)- Students **MUST** use the FCPS form available in the sub schools or found on our website under *About Us*. The form must be given to the student's 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 arriving late between 8:10 AM and 8:30 AM must report directly to their assigned class unless they have a note excusing their tardiness. Students arriving after 8:30 AM must first report to their sub school office.
- Students who are late for excused reasons must:
  - have parent or guardian call the attendance line (703) 219-2211 to leave a message letting us know about the late arrival and/or bring in a note from parent or appointment upon arrival to school
  - check in with sub school upon arrival at 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 first thing in the morning to obtain a pink check out pass.
  - Student **must sign out** in sub school before leaving. There is no need for the parent to come in.
  - 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 excused 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 back to class, even if it is between classes.

**Main Attendance Line: 703-219-2211 Fax: 703-219-2273**

#### **Sub School Numbers:**

Sub School 1 (A - Er)	703-219-2395	Mrs. Kreisel	room A 114
Sub School 2 (Es - La)	703-219-2256	Mrs. Kelley	room E 125
Sub School 3 (Lb - Re)	703-219-4988	Mrs. Mall	room D 127
Sub School 4 (Rf - Z)	703-219-2224	Mrs. Tagg	room L 105