

Daniel P. Hornick  
Principal



**NORTH STAFFORD HIGH SCHOOL**  
**Stafford County Public Schools**

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Ivan Aranha  
Assistant Principal

Lisa Besceglia  
Assistant Principal

Mark Coleman  
Assistant Principal for Athletics and Activities

Catherine White  
Assistant Principal

**PRE-ARRANGED ABSENCE REQUEST**

Family educational trips or vacations which require a student to be absent from school must be pre-arranged. **The student is responsible for securing any and all make-up work from his/her teachers prior to the trip.** Parents and students must be informed by their assistant principal of the probable effect of extended absenteeism upon the overall grades and averages for the affected marking period. It is generally understood that good attendance has a direct relationship to educational success. While a student may be allowed to make up missed work, the missed classroom instruction may be difficult to completely recover. Past experience has shown that occasionally students have difficulty with tests when they return from these trips.

**Pre-arranged absences may only be excused from disciplinary consequences; the absences will still count against the students' exam exemption.**

PRINT student's first & last name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) student will be absent: \_\_\_\_\_ Date student will return to school: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

**The student is responsible for securing any and all make-up work from their teachers prior to the trip.**

Each teacher should initial below that they have met with this student regarding this absence.

	CLASS	TEACHER'S NAME	TEACHER INITIALS
Block 1: (X)			
(Y)			
Block 2: (X)			
(Y)			
Block 3: (X)			
(Y)			
Block 4: (X)			
(Y)			

I understand that I am **responsible for securing any and all make-up work from my teachers prior to this trip** and that these absences will count against my exam exemption.

⇒ **STUDENT** signature: \_\_\_\_\_

I understand that my student is **responsible for securing any and all make-up work from their teachers prior to this trip** and that these absences will count against their exam exemption.

⇒ **PARENT** signature: \_\_\_\_\_

This absence will be marked  **EXCUSED**  **NOT EXCUSED** for the period of time listed above.

⇒ **PRINCIPAL** signature: \_\_\_\_\_