

ARRANGED ABSENCE FORM

Guam Adventist Academy

Student Name _____ needs to be absent on the following date(s).
Please write the dates in the blank.

Month: _____

____ Mon	____ Mon	____ Mon	____ Mon
____ Tue	____ Tue	____ Tue	____ Tue
____ Wed	____ Wed	____ Wed	____ Wed
____ Thu	____ Thu	____ Thu	____ Thu
____ Fri	____ Fri	____ Fri	____ Fri

Student will be absent for the following reason:

Parents/guardians: Please understand that students are still responsible for the work assigned and the quizzes/tests given during the dates indicated. It is your responsibility to make sure that the assignments are gathered by the student prior to the absence(s) and that the assigned work gets done. It is due immediately upon return and all quizzes/tests must be made up within 1 week of return. **Any missing work will receive no credit.** If possible, please have them do as much of the work ahead of time. Students may correspond with teachers by email. We highly recommend that you sign up for our Edline, our on-line grade program, for extended absences.

Parent/Guardian's signature _____	Date _____
Principal's signature _____	Date _____
HS 1st Period teacher or Elementary Home room teacher _____	Date _____
HS 2nd Period teacher or Elementary Computer teacher _____	Date _____
HS 3rd Period teacher or Elementary Music teacher _____	Date _____
HS 4th Period teacher or Elementary PE teacher _____	Date _____
HS 5th Period teacher _____	Date _____
HS 6th Period teacher _____	Date _____
HS 7th Period teacher _____	Date _____
HS 8th Period teacher _____	Date _____
Intramurals Coach (If applicable) _____	Date _____

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