

## Greenville Adventist Academy

### Absence Excuse Note & Prearranged Absence Request Form

Student Name(s): \_\_\_\_\_ Grade(s) \_\_\_\_\_ Absence Date(s): \_\_\_\_\_

Explanation: \_\_\_\_\_

- It is the student's/parent's responsibility to contact teachers for missing work/assignments. Assignments are to be completed and submitted to the teacher within the same number of days after the absence as the number of days approved (i.e. two(2) days absent, assignments are due the second day of return).
- Students will **not** be allowed to make up work for unexcused absences.
- No prearranged absences will be granted during test time or finals.
- Legally excused absences are those allowed by the state for illness, death of immediate family member, or medical/dental appointments which **cannot** be arranged outside of school day.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date submitted

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**This portion of the form is to be used by the student's family to submit a prearranged absence request.**

**An approved request permits the absence to be classified as excused.**

**This box must be completed in order to be approved**

Please obtain teachers' signatures of classes that will be missed during this prearranged absence			
Date Signed	Teacher's Signature	Homeroom or Class to be Missed	Teacher Comment

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\*\*\*\*\**For Office Use Only*\*\*\*\*\*

Notification was made by:  Parent     Note     Phone     Email     Text    Other: \_\_\_\_\_

Absence Excused     Absence Unexcused     Prearranged Absence Approved     Prearranged Absence Denied

\_\_\_\_\_  
Administration Signature

\_\_\_\_\_  
Date approved

\_\_\_\_\_  
RenWeb Entry

\_\_\_\_\_  
Teacher Notified

**Mission Statement:** To deliver "GREAT" education that is God-centered, Results-oriented in an Environment that nurtures, aligned with Adventist standards with a Team effort.

**Vision:** Lighting the way to spiritual growth and academic excellence.

**Scripture:** "Those who wait on the Lord shall renew their strength; They shall mount up with wings like eagles, They shall run and not be weary, They shall walk and not faint..." Isaiah 40:31