Greenleaf Friends Academy

PRE-ARRANGED ABSENCE FORM

*****GFA Attendance Policy—Students with absences in excess of nine (9) days during a semester may lose credit in the classes in which they exceed the allowable days unless the attendance policy is waived by the Board of Trustees.**

Today's Date _____

Student's Name _____

Date of Absence _____ Periods _____

Where are you going and why? _____

_____

Student's signature _____

Parent's signature _____

Instructions for Pre-Arranged Absence Forms:

1) Fill out top part of form and sign.
2) Have teacher's complete lower part of form at least one day in advance.
3) Return to the office. Students please keep the lower portion and office keeps top portion for their record.

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ASSIGNMENTS

Class	Instructor	Comments/Due Date