



Francis E. Santos  
Acting Superintendent of Education

MACHANANAO ELEMENTARY SCHOOL  
DEPARTMENT OF EDUCATION

"Accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges"



Sarah Valencia  
Acting Principal

PRE-ARRANGED ABSENCE REQUEST FOR STUDENTS

I/We, \_\_\_\_\_, the parent(s)/guardian(s) of:

\_\_\_\_\_ Grade \_\_\_\_\_ Room No. \_\_\_\_\_  
\_\_\_\_\_ Grade \_\_\_\_\_ Room No. \_\_\_\_\_  
\_\_\_\_\_ Grade \_\_\_\_\_ Room No. \_\_\_\_\_

Request the above named student(s) to be absent for the following days:

From: \_\_\_\_\_ To: \_\_\_\_\_ for \_\_\_\_\_ days.  
(month/day/year) (month/day/year) (# of school days)

Request the above named student(s) to be absent for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My child will return to school on \_\_\_\_\_ 20\_\_\_\_.  
Month / Day

/ / YES / /NO I have discussed this with my child's teacher(s). Teacher's initials: \_\_\_\_\_  
/ / YES / /NO He/She has provided the required assignments. Teacher's Initials: \_\_\_\_\_

I/We understand that it is my/our responsibility to make sure my child will complete ALL assignments upon our return in order to maintain a passing grade.

# of Days Excused: \_\_\_\_\_ # of Days Unexcused: \_\_\_\_\_

APPROVED BY:

\_\_\_\_\_  
PRINCIPAL DATE

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

\_\_\_\_\_  
Teacher's Signature Date

TITLE 17 GUAM GODE ANNOTATED STATES: Section 6102-Duty to send children to school: any parent, guardian or other person having control or charge of any child between the ages of five (5) and sixteen (16) years, not exempted under the provisions of the Article, shall send the child to a public or private full-time day school for the full-time of which such schools are in session (180 days). Any parent, guardian or other person having control or charge of any such child mentioned above who fails to comply with the provisions of this Section unless excused or exempted therefrom, is guilty of a violation for the first offense, and subject to a fine of not more than fifty dollars (\$50.00) For each subsequent offense, he is guilty of a petty misdemeanor.

**Mission Statement**

"Machananao Elementary School will create a safe, trendsetting, community of life-long learners striving for success."