



Accredited by Accrediting Commission for Schools,
Western Association of Schools and Colleges (WASC)

FINEGAYAN ELEMENTARY SCHOOL

194 Chalan Kasperbauer Dededo, GU 96929

Tel: (671) 632-9361

School email address: fes@gdoe.net

<https://www.finelementary.weebly.com>

JON J.P. FERNANDEZ

Superintendent of Education



MARITES D.C. GARCIA

Principal

GERARDO P. GALANG

Assistant Principal

REQUEST FOR OFF-ISLAND ABSENCES

Return to the Main Office for Approval once completed

Date of Request: _____

Student Name: _____ Grade: _____

Home Room #: _____ Teacher: _____

Days of Absences Requested:

From (starting date): _____ to (returning date): _____

Total # of days requested: _____

Reason for Absence: _____

- Parents/Guardian will provide an itinerary ticket with the student's name.
- Teachers may provide assignments and must be must as per the Teacher/Parent Agreement in order to excuse the absences.
- GDOE Board Policy #411 allows a student to be excused from school no longer than twenty-five (25) school days. Pending the approval of the school administrator.
- Absences exceeding the 25 days of excused absences, will require a note from parent/guardian or may need to be justified by a Doctor's note.

Parent/ Guardian Name: _____ Signature: _____

Contact Phone Numbers: Home: _____ Work: _____ Cell: _____

Teacher(s): Initial for acknowledgment (if the student is in that class)

Homeroom: _____ Chamorro: _____

GATE: _____ ESL: _____ SPED: _____

**FOR OFFICE USE (DO NOT WRITE BELOW)*

Date Received: _____ Receiving Office Staff: _____

Comments: _____

() APPROVED () DISAPPROVED

Administrator Signature: _____ Date: _____

DOE VISION: "Every Student: Responsible, Respectful and Ready for Life"

FINEGAYAN ELEMENTARY SCHOOL MISSION:

To prepare all students to succeed in meeting the challenges in an ever-changing global society.