

Great Lakes Adventist Academy  
**ADMINISTRATIVE COMMITTEE REQUEST FORM**

<b>NAME:</b>	<b>TODAY'S DATE:</b>	
<b>Request:</b>		
<b>Date of Request:</b>	<i>Date Leaving</i>	<i>Date Returning:</i>
	<i>Time Leaving</i>	<i>Date Returning</i>
<b>Method of Transportation:</b>		<b>Driver:</b>

<b>ARRANGEMENTS MADE WITH TEACHERS FOR CLASSES MISSED</b>			
<i>Name(s) of class(es) to be missed</i>	<i>Teacher's signature acknowledging request</i>	<i>Will the student have the opportunity to make up work for full credit?</i>	<i>Teacher remarks</i>
1. _____	1. _____	1. Yes No N/A	1. _____
2. _____	2. _____	2. Yes No N/A	2. _____
3. _____	3. _____	3. Yes No N/A	3. _____
4. _____	4. _____	4. Yes No N/A	4. _____
5. _____	5. _____	5. Yes No N/A	5. _____
6. _____	6. _____	6. Yes No N/A	6. _____

<b>Student Signature:</b>	<b>Date:</b>
<b>Work Supervisor Signature:</b>	<b>Date:</b>
<b>Aerokhanas or Music Instructor Signature:</b>	<b>Date:</b>
<b>Parent Signature:</b>	<b>Date:</b>

**COMMITTEE ACTION**  
*(for office use only)*

<b>APPROVED:</b>	<b>DENIED:</b>	<b>TABLED:</b>
<b>REMARKS:</b>		
<b>ADMINISTRATIVE SIGNATURE:</b>		<b>Date:</b>