

ANDREWS ACADEMY
Class Schedule Adjustment Request

Name _____ ID# _____ Semester _____ Year _____

I am requesting that I be excused from the appointment(s) as identified and explained below. I realize that I must be proactive in keeping up with the details of academy life that I may miss as a result of my proposed absence(s).

My request and the reason is:

*You MUST have a study hall/work supervisor's signature if you are requesting to work during any of the period(s) arranged below. Initial the specific period(s) for which you are requesting the absence.