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**Guidelines for Filling Out Absent Forms for Students**

To ensure smooth processing of student absences, please follow these guidelines when completing absent forms:

1. Consult with your buddy teacher about the reason for your intended absence. Your buddy teacher will discuss potential alternatives to help you avoid missing classes. They will evaluate your situation and determine whether or not your absence can be approved.
2. After discussing with your buddy teacher and obtaining their approval for your absence, collect the student absence form. Complete the form and ensure your buddy teacher signs it.
3. Return the completed form to the office and obtain your manager's or advisor's signature. No student staff is authorized to sign the absence form. The form will then be forwarded to the Academic Office for record-keeping.