



*Francis E. Santos*  
Acting, Superintendent of Education

**Guam Department of Education**  
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*Johansen K. Punongbayan*  
Principal

## CLASSROOM BIRTHDAY PARTY REQUEST SY 22-23

Date of Request: \_\_\_\_\_ Date of Party: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Room #: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

NOTE: Due to the COVID 19 Pandemic, we must adhere to the health and safety protocols that are in place at the school site.

- Student's birthday celebration at school is to be pre-approved by the Principal **5 days** before the event.
- **No birthday celebration will take place if this form is not pre-approved and filled out.**
- Form must be filled out by parent and signed by classroom teacher then forwarded to the main office for Principal's Approval.
- Instructional time may not be compromised.
- Party must take place between 1:45-2:15pm only.
- NO BIRTHDAY CAKES, CUPCAKES, and DESSERTS of any kind allowed.
- If you would like, ONLY the birthday celebrant can have a cupcake with a candle on it so the class can sing "Happy Birthday."
- NO SOLID FOODS of any kind allowed during birthday parties (i.e. fiesta food, pansit, spaghetti, cheeseburger, hamburger, pizza, etc.)
- Recommended: Goodie bags with educational items such as pencils, erasers, mini notebooks, puzzles, stickers, etc. Anything the students can use in the classroom.

Parent/Guardian's Name/ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged by: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher's Name/ Signature

Comments: \_\_\_\_\_

☐ Approved ☐ Disapproved Reason: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

