

Certificate of Attendance (COA)

— And —



Alcohol Drug Awareness Program (ADAP)

These forms are available in the Attendance Office (C-1), students may apply:

- Before School (6:55am – 7:15am)
- During the student's lunch (not Guided Study)
- After School (2:10pm – 2:25pm)

Certificate of Attendance (COA)

- The cost for the COA is \$3.00
- It takes two days (48 hours) to process the paperwork from the time the forms are submitted.
- The COA is only valid for 30 Days from the date it was signed by the Administrator.
- A COA is needed for your Learner's Permit and another COA will be needed for your Driver's License.

Alcohol Drug Awareness Program (ADAP)

- If you took Health at BHS and passed the ADAP you were given a certificate at the end of class.
- The cost to replace a lost ADAP Certificate is \$5.00 (this can only be reprinted if you took Health at Brookwood)
- It takes two days (48 hours) to process the paperwork from the time the form is submitted.

*Thank you,
Attendance Office Staff*