

# Absence Request

For Student: \_\_\_\_\_

ALL EXCUSED ABSENCES MUST BE APPROVED BY THE UPWARD BOUND MANAGER.

Please list all dates that your student will be absent during the summer program. If you are unsure of when some absences may be, such as summer camps, please estimate approximately when you believe you may be absent in order to make the paperwork deadline. You can complete another form at a later date in order to update us with more accurate information. Please let us know AS SOON as you get finalized information.

Excused absences include:

- Summer School (Drivers Ed, etc.)
- Doctor/Dental Appointments
- Pre-arranged Family Commitments

Unexcused absences include:

- Hair Appointments
- Personal Appointments
- Work - Your work schedule needs to be approved through the UB Manager

Date of Expected Absence	Time Student is Expected to Leave	Time Student Expected to Return	Reason for Absence

Signed by: X \_\_\_\_\_  
*Parent/Guardian Signature*

Date: \_\_\_\_\_  
*month-date-year*

Signed by: X \_\_\_\_\_  
*UB Program Manager Approval Signature*

Date: \_\_\_\_\_  
*month-date-year*