

Please use this form if your child must be absent from an Upward Bound event due to an unavoidable scheduling conflict. The form should be submitted *at least 2 weeks in advance* of the anticipated absence. If no advance written notice is possible due to illness or some other imperative reason, please submit the form by the first day you are in attendance after the absence occurs. If your child is ill, a telephone call is expected in advance of the absence. Please call the appropriate person listed below in the event of illness, and leave a message, if necessary.

Absence from a weekly meeting: Contact your Advisor (217-641-4385)

Absence from a required event: Contact the UB Manager (217-641-4348)

Absence from tutoring: Contact your Tutor

Student Name: _____

School: _____

Today's Date: _____

Date of Absence: _____

Reason for Absence: _____

Parent's/Guardian's Signature: X _____

Please deliver, send, or fax to:

**Upward Bound
John Wood Community College
1301 S 48th Street
Quincy, IL 62305
Phone: 217-641-4348
Fax: 217/641-4192**

Space below is for office use only:

Date received: _____ **Is this an excused absence?** **Yes** **No**

Staff Signature: _____