

Absence Report

If you miss an Upward Bound activity, you will need to complete an absence report and either mail it in or bring it to the next session. Absences are determined to be unexcused if it is work-related (unless the absence is determined to be necessary due to last minute call-ins and you must work in order to keep your job), and/or failure to return the Absence Report within one (2) weeks of your absence. If your absence was due to a school-related activity, please have your school sponsor sign the form and the reason you were absent.

My child _____ (name)

was absent on _____ (date)

due to the following reason:

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

School Sponsor Signature (if school-related activity):
_____ Date _____

UB Office Use Only

Date Received
Excused
Unexcused