

Upward Bound Excused Absence Request Form

Dear Activity Coordinator:

This Excused Absence Request Form is to be used by students who request to be excused from a regularly scheduled Upward Bound Activity because of a conflict with a school sponsored activity which cannot be rescheduled, i.e. college visit, career field trip, performance in a play, concert, athletic event, etc. In order to be considered as an excused absence it must be completed and returned by the student to Upward Bound prior to the necessary absence.

Thank you for your cooperation.

Upward Bound Shawnee State University

_____ is participating in
Student's Name

_____ on _____
School Sponsored Activity Date

I understand that this activity conflicts with an Upward Bound regularly scheduled activity. Given that this school related activity cannot be rescheduled, please excuse this student from Upward Bound on this date.

Activity Coordinator's Name (print)

Activity Coordinator's Signature

Activity Coordinator's Title

Date