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 Math Science 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 UBMS prior to the necessary absence.

Thank you for your cooperation.

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Upward Bound Math Science
Shawnee State University

_________________________________________ is participating in

Student's Name

_________________________________________ on ____________

School Sponsored Activity Date

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

__________________________ ____________________________
Activity Coordinator's Name (print) Activity Coordinator's Signature

__________________________
Activity Coordinator's Title Date

UB #10