

COLLEGE of CHARLESTON

UPWARD BOUND

Excused Absence Form

Please call the Upward Bound office, 843-953-5469, three days in advance (by 3:30 p.m. the Wednesday before a Saturday session) if your child will be absent from an Upward Bound Saturday session. Your cooperation helps us assure the safety and whereabouts of each of our children. If we do not hear from you and your child is absent, Muhammad Rasheed, our Office Manager will call you.

Excused Absence Form for School/Academic Activity

Please print, complete, and fax this form to 843-953-4902 if your child will miss an Upward Bound session due to an upcoming school/academic activity.

Prior Approval Request for Excused Absence

Student _____ School _____ Grade _____

Will be absent on (date) _____ due to participation in (describe the activity) _____

I understand that family activities/vacation may not be counted as excused absence and that failure to submit this form will result in an unexcused absence. I also understand that when a student accrues 2 or more unexcused absences in a year, he/she will be placed on probation. Upward Bound is required to note a neglect/truancy reports in the student's file.

Parent printed name _____

Parent Signature _____ Date _____

Staff Signature _____ Date _____

As an additional communication option, you may also email the Academic Coordinator (lessanera@cofc.edu) or Office Manager (rasheedm@cofc.edu) by Wednesday 3:30 pm at the latest in order to be considered an Excused Absence.

For Attendance Office Use Only

Excused absence date _____ Unexcused absence date _____

Distribution: Academic Coordinator/Office Manager/ Parent