ATTENDANCE RECORD/ABSENCE REQUEST
(Must be submitted before or within one week of absence to be excused)

Participant Name: ________________________________ Date Submitted: ____________

_________________________________ requires the above student to actively
Organization’s/School Name

Participate at/in ____________________________
Specify Activity (include any details)

on ____________________________ from ____________ to ____________.
Date(s) of Activity

/ ____________________________
Activity Sponsor’s Name

/ ____________________________
Sponsor’s Signature

/ ____________________________
Title

/ ____________________________
Telephone Contact

OR

The above student could not attend activity due to illness on ________________

Date

Sign below:

_________________________________  ________________________________
Participant Signature  Parent/Guardian Signature

SCHOOL RELATED ACTIVITIES/UNIVERSITY INTERSCHOLASTIC LEAGUE (UIL) ACTIVITIES.
Students who miss a sponsored Upward Bound Math and Science Activity (ies) due to participation in a
School related and/or a University Interscholastic League activity may provide proper documentation
verifying participation. Students will be held responsible for any missed information/assignments given on
the date(s) of absence. The form must be completed entirely to be considered proper documentation.