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

Time(s)

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 (U.I.L.) 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.