

Dear Parent/Guardian,

This to inform you that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **was not** at Upward Bound Saturday Academy on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. In order to be make-up the absence and to receive a stipend your child will have to complete three (3) of Student Lingo(www.studentlingo.com/southark) computer assignments before the next Upward Bound Saturday Academy. Please fill out the appropriate “**Excuse/Absentee Form**” below.

**Please sign and have student return this form to Upward Bound staff.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent/Guardian signature

**Excuse/Absentee Form**

Occasionally, Upward Bound students have a conflict which prevents them from attending an Upward Bound class or event. It is the **UB Student’s Responsibility** to notify the UB office prior to a school event, and as soon as possible after any other circumstance. This form must be completed and return before a stipend will be released. The monthly stipend will be prorated depending on the participant’s attendance or meeting during the previous month. **All unexcused absences will be deducted from the stipend check.** Please complete and return the appropriate form to the Upward Bound office or to Mr. Roy Williams at the high school.

**EHS School Event**

**Event attending/attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Circle one: OPTIONAL PARTICIPATION REQUIED PARTICIPATION**

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher/Sponsor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Extenuating Family Circumstances**

**Circumstance and Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Parent or Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Barbara Howell Roy Williams Martha Dunn

 **864-7100 864.8407 864.8409**