

## **ABSENCE REQUEST FORM**

### **Part A – To be completed by the student.**

Name: \_\_\_\_\_

Tutor: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Time (s) of absence: L1 / L2 / L3 / L4 / L5 (circle appropriate)

Reason for absence: (please be as clear as possible)

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### **Part B - For office use only**

Approved / Not Approved      Absence Code: B C E H I J M P R S T V **O G**

Signature (Kerry or Joe): \_\_\_\_\_ Date \_\_\_\_\_

Noted in diary and student informed: \_\_\_\_\_ Date \_\_\_\_\_