



**Missouri Southern State University**  
**Upward Bound**  
**School-Related Absence Form**

*For "Focus On" absence:* This report must be turned in on or before **the day of the "Focus On" session**, along with the grade check form.

*For Activities:* This report must be turned in by **Monday, the week after the activity took place**. Activities include after-school sessions and evening activities.

**Failure to turn in this form will result in the delay or reduction of the monthly stipend.**

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

School Activity Attended: \_\_\_\_\_ UB Activity Date \_\_\_\_\_

Instructor/Sponsor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**This portion to be completed by instructor/sponsor only.**

The above named student is involved with the Upward Bound Program at MSSU. As a required part of their enrollment in the program, they must attend a monthly Saturday meeting called "Focus On". When a student is unable to attend this meeting, due to school obligations, they are required to submit verification of the activity from their instructor. We would appreciate it if you would please take a moment to provide the following information.

Please summarize what was involved with the activity the student was responsible for.

\_\_\_\_\_

\_\_\_\_\_

Does this activity affect the student's grade in class? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what points/percentage would be affected? \_\_\_\_\_ Student's current grade \_\_\_\_\_

Would any alternative or extra credit work be accepted in place of the activity? \_\_\_\_ Yes \_\_\_\_ No

If no, how would missing this activity adversely affect their participation in the group/team? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Under normal circumstances, and in this instance, how much advance notice is given to students when such activities are planned? \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_