

## Excused Class Absence Request for Student Internship Event

replace with  
**LOGO**

To: \_\_\_\_\_

From: \_\_\_\_\_

Name of Internship Site: \_\_\_\_\_

Signature of Internship Site Mentor: \_\_\_\_\_

### Rationale for Excused Absence from Class

Occasionally there are activities/meetings/events at the student's Internship Site that require him/her to miss a day of class. You are not obligated to release this student from your class if you feel the absence would be detrimental to the student's progress. The student will be responsible for requesting and completing any missed assignments according to your classroom policy.

### Type of Absence Requested

- Conference   
  Meeting   
  Onboarding   
  Appreciation Event  
 Field Trip   
  Orientation   
  Training   
  Other: \_\_\_\_\_

Date(s) for Requested Absence: \_\_\_\_\_ Class Periods: \_\_\_\_\_

Detailed Reason for Absence:

*Absence requests must be completed & submitted to the Internship Coordinator no later than two days prior to the first day of absence.*

### Faculty Approval

Period	Name of Class	Teacher Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
1			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
2			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
3			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
4			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
5			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
6			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
7			<input type="checkbox"/> Approved <input type="checkbox"/> Denied

### Parent & Internship Coordinator Approval

Parent/Guardian Signature:		<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Internship Coordinator Signature:		<input type="checkbox"/> Approved <input type="checkbox"/> Denied

**Note:** This completed form should be submitted by the student to the Internship Coordinator – The Internship Coordinator should submit a copy to the school's attendance office & to the Internship Site Mentor – A copy should be placed in the student's internship file.