

Absent Work Coupon

Name: _____ Per: _____

Day(s) Absent *Mon Tue Wed Thur Fri*

Date(s) of Absence: _____ to _____

Number of days absent: _____

Reason for Absence: _____

Did office excuse absence? *YES / NO*

Comments: _____

Policy Reminder: Full credit will be received if assignment is turned in within the "1 day per day absent" rule. After 3 days excused absent, adjustments will be made.

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