Absent Work Coupon Absent Work Coupon Name: ______ Per: _____ Name: _____ Per: ____ Day(s) Absent Mon Tue Wed Thur Fri Day(s) Absent Mon Tue Wed Thur Fri Date(s) of Absence: ______ to _____ Date(s) of Absence: _____ to ____ Number of days absent: _____ Number of days absent: _____ Reason for Absence: Reason for Absence: _____ Did office excuse absence? YES / NO Did office excuse absence? YES / NO Comments: Comments: Policy Reminder: Full credit will be received if assignment Policy Reminder: Full credit will be received if assignment is turned in within the "1 day per day absent" rule. After 3 is turned in within the "1 day per day absent" rule. After 3 days excused absent, adjustments will be made. days excused absent, adjustments will be made.

Name:			Per: _	
Day(s) Absent	Mon 7	ue W	ed Thui	r Fri
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Reason for Abs	ence:			
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Name:	Per:
Day(s) Absent Mon Tu	ie Wed Thur Fri
Date(s) of Absence:	to
Number of days absent: _	
Reason for Absence:	
Did office excuse absence	e? YES/NO
Comments:	

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