



ABSENCE REQUEST FORM

In order to be absent from work for any reason a student must fill out and have approved a request form. It must be approved by the Cooperative Education Coordinator first, then approved by the employer and signed by the parent and student. The request for an excused absence should be made a week in advance. If this is not done it may be denied due to the hardship on the employer. Turn the form into the Cooperative Education Coordinator as soon as all signatures have been completed. These approvals or denials will follow the attendance regulations in the Orion High School Student Handbook. If students are going to be absent from school they will also need to fill out a prearranged absence form.

Today's Date _____

I would like to request an absence from work on

_____ (day(s), date(s))

due to _____.

The following persons have (approved, denied) this request.

1. _____ Coop Coordinator's Signature
Comments:

2. _____ Employer's Signature
Comments:

3. _____ Parent's Signature

4. _____ Student's Signature