

## Absence Form for Live Coursework Sessions

I am reporting an absence or requesting permission to be excused for the date(s) and reason described below. I understand that I will be required to make up the date(s)/time(s) prior to the end of the course in order to receive course credit. Furthermore, I am aware that this request must have my signature, absence information, and the approval of certification program staff at Region 10.

If you have questions, please contact Dr. Matthew Morris (972.348.6816 or matthew.morris@region10.org).

**Candidate Name:**                                                           **Status:**

**Status:**   Candidate          Intern

**Course Name and Cohort:**

**Date and Time of Expected Absence:**

**Date and Time of Unexpected Absence:**

**Reason for Absence:**

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Name of Candidate/Intern Position

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Signature of Candidate/Intern Date

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Region 10 Program Signature Date

  Excused          Unexcused

**NOTE: Except in the case of personal illness or an emergency, this form must be on file at Region 10 ESC at least five (5) days prior to the requested absence.**