

ABSENCE REQUEST FORM



(Note: All requests are to be made at least 1 week in advance).

Name of Student: _____

Date of Request: _____

Date(s) you will be absent: _____

Time: From _____ To _____

Reason for absence: _____

Will you be absent from?

Morning Classes

Weekend Outstation

Devotions / Prayer Cells /
Hour of Power / Principal's Chapel

Thursday Work Party

College Meals

What is your daily service?

(Note: Please inform Kitchen Staff in advance if you will be absent from meals)

Who is replacing you?

This section for Faith Bible College office use only:

Request Received on: _____

Request Approved by: _____

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