

## NOTIFICATION OF ABSENCE FORM

Please email this to your Tutor / Assessor or to [lisashort@trainplus.co.uk](mailto:lisashort@trainplus.co.uk). If you wish to ensure that your absence is noted on your central file, please send a copy to TrainPlus Head Office within **one week** of the end of your period of absence.

<b>Full Name</b>	
<b>Full Address</b>	
<b>Course</b>	
<b>Year of study</b>	
<b>Period of absence (please give EXACT dates)</b>	
<b>Reason for absence:</b>	

**Signed:**

**Date:**

If you are sending a copy of this form to any other members of staff, in addition to your tutor / assessor, please list their names below.


**For Office use only:**

Date Received:

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