

NOTIFICATION OF ABSENCE FORM

Please hand in to your Tutor / Assessor. 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.

Full Name	
Course	
Year of study	
Period of absence (please give EXACT dates)	
Reason for absence: 	

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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