

**OVCA FORM 113: EXCUSE FOR SCHOOL ABSENCE**

# Date Filed:

Name of Student:

Contact Number/s:

Course/Year/Section: Date of Absence/s:

## Please check one of the following:

Illness/Injury Doctor’s Appointment

[ ]

[ ]

[ ]

[ ]

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Death or Illness in the Family Inclement Weather

[ ]

Religious Observance (applicable only to those who have no RLE/Internship Program)

[ ]

Required Presence in the Family Gathering (applicable only to those who have no RLE/Internship Program) Others, please specify:

I hereby certify that the aforementioned student was absent on the date/s listed for the reason specified.

Signature over Printed Name of the Parent/Guardian

**Note:** Kindly attach the supporting documents.

Accomplish in two (2) copies: 1-College/Department, 1-Student

## Special Instructions:

**(\_\_)**

**(\_\_)**

**APPROVED**

**ACTION TAKEN**

**DISAPPROVED**

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## SIGNED:

*Adviser Assistant Director for Academics Affair*

*Director*

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