



**INSIGHT ACADEMY OF CANADA**  
"Empowering Students to Succeed"



**STUDENT ABSENCE REPORT**

Student Name (last, first, middle initial)		Course Name	
Student ID		Email	
<b>DATE &amp; TIME OF ABSENCE</b> (report time in hours)		Explanation of Absence	
DATE absence BEGAN	DATE absence ENDED		
TIME absence BEGAN am pm	TIME absence ENDED am pm		
Student / Guardian Signature			
Date		Principal Signature	
Date		Date	
<b>OFFICE USE</b>			