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## Absent Student Work Request Form

(This form is to be completed by district counselors or their office personnel.)

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**Instructions:**

*Guidance Counselors/Guidance Personnel*-Please use this form to request work for students who will be out-of-school more than three days. This will enable CTI staff to receive school work from CTI.

**Student Name/Homeschool** \_\_\_\_\_

**CTI Program** \_\_\_\_\_

**Anticipated Dates of Absence** \_\_\_\_\_

**Reason for Absence**

\_\_\_ Out of School Suspension (OSS)

\_\_\_ Medical (please fax documentation to CTI)

\_\_\_ Other \_\_\_\_\_

**Homeschool Contact** \_\_\_\_\_

**Classes Requested** \_\_\_\_\_

**How will work be picked up?**

\_\_\_ Please send on homeschool BOCES bus to Guidance office.

\_\_\_ Parent will pick up at CTI.

Please note it takes approximately three days from this initial request to gather work from instructors. Please call the Main Office at 486-8001 to check if it is ready for pick up.)

Other Notes: \_\_\_\_\_

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**Please fax completed form to Veronica Heller at 845-486-8171.**

*Dutchess County Board of Cooperative Educational Services*  
Administrative Offices: 845.486.4800  
[www.dcboces.org](http://www.dcboces.org)