Please complete a separate form for each missed class.

Student Name: ____________________________________________

Course Title: ___________________________ Course Number: ______________________

Date of Absence: ________________________________

Reason for Absence* (please be specific): ____________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Assignments/Missed Work: ________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Date Work Will Be Completed: ________________________________

Student Signature: ___________________________ Date: _______________

Event Advisor or Coach Signature: ___________________________ Date: _______________

Faculty Member Signature: ___________________________ Date: _______________

*For athletic absences, attach a copy of the athletic schedule.

White copy: Faculty Member
Yellow copy: Event Advisor or Coach
Pink copy: Student