

# Excused Absence Request Form



Use this form to verify excused absences with your course instructors. All requests will need to include official documentation before being considered. Before submitting, please complete this form, obtain instructor's remarks, and include all official documentation. Before completing this form, students are encouraged to **meet with** their **Student Success Advisor** to answer any questions or provide any guidance needed during this process. **Return** this form and all documentation **to the Academic Administration Office** or to the Homework Drop Box.

Student Full Name:  Student ID:

Student Email:  Requested Dates of Excused Absence:

Official Documentation Attached:  Doctor's Note  Government Documentation  Obituary  Other:

Explanation for Excused Absence:

Course Number and Section	Instructor	Dates Absent from Class	Instructor Use Only	
			<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Signature:
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I verify that I have completed this form and included all official documentation before submitting:

Student's Signature:  Date:

**ADMINISTRATIVE USE ONLY**

Date form received:

**Mark all that apply:**

Student DID include all necessary information (instructor's remarks and official documentation).

Student DID NOT include all necessary information (instructor's remarks and official documentation).

Date Student Emailed/Notified:

Adjusted student's attendance in SRS accordingly.

Administration Signature:  Date: