

**Notification of Student Absence**

By submitting this form, students are notifying their instructor(s) in **advance** of an absence. All absences are recorded regardless of reason. Any absence(s) a student accrues may be subject to consequences. Students are expected to be aware of the missed material, assignments, etc. and be fully prepared upon return to class. Students must review the *Student Catalog & Addendum (if applicable)* for the absence policy and if needed check with the Education Department. I have read and understand the information stated above.

**Student's Signature** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Student: Complete this form and submit to Reception.**

**Student's Name:** \_\_\_\_\_ **Semester level:** \_\_\_\_\_

**Program:** \_\_\_\_\_ **Date(s) of Absences:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Classes that will be missed:**

Course Title	Instructor's Name	Day/Time

*Please Note: Distribution of this form is a courtesy notification and does not serve as an acknowledgment of a discounted absence. All absences are standard unless an official email notification is sent by the Education Dept.*

**Reason(s) for Absence:**

- Religious Observance: *Specify:* \_\_\_\_\_
- Family Emergency *Specify:* \_\_\_\_\_
- Other (specify): *Specify:* \_\_\_\_\_

**Reception/Office Department Only**

- Student completed form in person
- Form has been distributed to the student's faculty

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Staff's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_