Absence Report

Student name_________________________  Class_________________________
Signature_____________________________  Date of absence___________________
Dated signed___________________________

An absence is excused only in the following circumstances:

1. University-related business
   • Example: You are on an athletic team travelling to an away event.
   • You must obtain the contact information of a university employee to whom you report (e.g. your coach, etc) as well as their consent to corroborate your excuse.

2. Illness
   • You must visit a doctor’s office or health care clinic and obtain the signature and phone number of a medical professional who observes your condition (e.g. a doctor or nurse). Otherwise, you must obtain the contact information of a responsible individual who observes your condition (e.g. your parents, an R.A., etc) as well as their consent to corroborate your excuse.

3. Family emergency
   • Example: A family member is hospitalized due to a life-threatening injury and you need to be there to lend support.
   • The contact information of someone familiar with the situation is sufficient, as long as that individual is willing to corroborate your excuse.

4. Extreme circumstance
   • Example: Your house burns down.
   • You must obtain the contact information of someone with close knowledge of the event (e.g. a parent) as well as their consent to corroborate your excuse.

Please briefly describe the reason for your absence (use back of sheet if additional space is needed):


___________________________
Name (please print)

___________________________
Relationship to student

___________________________
Phone number and email address

Contact person
(This is someone other than the student!)