

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!)