

Absence Report

Student name _____
Signature _____
Dated signed _____

Class _____
Date of absence _____

An absence is excused only in the following circumstances:

1. University-related business

- Example: You are on an athletic team traveling to an away event.
- You must obtain the signature and phone number of a university employee to whom you report (e.g. your coach, etc).

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 signatures and phone numbers of *two* responsible individuals who observe your condition (e.g. your parents, an R.A.. etc).

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 signature and phone number of someone familiar with the situation is sufficient.

4. Extreme circumstance

- Example: Your house burns down.
- You must obtain the signature and phone number of someone with close knowledge of the event (e.g. a parent).

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

Corroborating signatory
(This is someone other than the student!)
(Please return form to student)

Name(s) (please print)

Signature(s) and date

Relationship to student

Phone number(s)