

Absence Excusal Request Form

Name: _____

Class Number: _____

Email: _____

Today's Date: _____

1. This form must be submitted ***within seven calendar days*** of your return to class or the absence will automatically be *unexcused*!
2. List the dates you request excusal in the first column.
3. State a ***brief*** reason for being absent in the second column.
4. In the third column, please indicate what documentation you have attached to this form as proof of excusable absence. You **MUST** provide some proof that your absence is excused in order for it to be excused. Without proof, your request will be denied *automatically*. See the back of this form for some examples of excusable absences and the required documentation.
5. **STAPLE** all documentation to this form.
6. Read and sign the statement at the bottom of this page.

Date of Absence	Reason for Absence	Attached Documentation	Instructor Use Only Approved/Denied

I certify that the above information and attached documentation are accurate, truthful and genuine.

Signature

You must submit this form within seven calendar days of returning to class or it will automatically be *unexcused*!

You should keep in mind when completing this form that not all absences are excused. You may miss a certain number of days each semester with NO penalty for *any* reason. Therefore, you are only excused for the most serious of absences, and you should use your non-penalized absences for any other reason not listed below. The absences you are allowed each semester without penalty are not “vacation days,” but are rather reasonable allowances for the everyday occurrences that occasionally require one to alter their schedule and miss class.

Examples of excusable absences:

- You were sick enough that *medical attention was requested*. Attach a note from the hospital or doctor indicating the day and time you visited. A receipt or invoice with your name on in it showing the date/time of visit is also acceptable.
- You had a religious observance for which attending class/work is forbidden. Be prepared to show me a website or religious text indicating what the date and time of observance are and that attending class/work is forbidden. For many holidays I may know this already. However, I am not well versed in every detail of your religion. You do not have to attach anything for these absences, but please clearly give the name of the religious observance. I will request more information, if I need it.
- You experienced the loss of a close family member or close friend and were attending memorial services. Attach an obituary, death certificate, program from a ceremony, or other significant documentation of your loss.
- Any other absence for which the university requires you to be excused such as attending a university sponsored activity (For example: you play a sport or had a school sponsored trip, etc.). The university should be able to provide you with sufficient documentation of this.

Examples of **NON-Excusable** absences:

- Work.
- Alarm didn't go off on time.
- Missed the bus/subway, or it was late.
- Couldn't find a parking spot.
- Car broke down.
- Didn't feel well, but didn't go to a doctor in the days close to the absence.
- Unpleasant weather which did **not** result in school or road closure or disruption of public transportation.
- Test or assignment in another class.