



Notice of Class Absence Due To Activities

STUDENT NAME

STUDENT NUMBER

Reason for the Absence (50 words or less)

Dates of Absence

Permission to make up class work missed during absence.

| Sequence Number | Instructor | Approved | Rejected | Signature of Instructor |
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Instruction to students:

1. List the classes by sequence number and instructor that you will miss during your absence.
2. Contact your instructor(s) for class assignments and to secure permission to make up class work missed.
3. Obtain the signature of your Club Advisor or Faculty / Staff Chaperone for the event.
4. Return the completed form to the Director of Student Life no later than two weeks prior to the date of absence.

Club Advisor or Faculty / Staff Chaperone Date