



Student Class Absence Report

Students are expected to attend every session of the courses in which they are registered. When circumstances arise that are beyond a student's control, the student may be excused by the instructor from attending a class. Whenever possible, a student should obtain written permission in advance to be absent from a class from the course instructor and the Dean of Students. In situations where obtaining prior permission is not possible, the student must submit, as soon as possible, the class absence form signed by the Dean of Students.

Absence forms submitted later than two weeks after the class absence may not be accepted.

Student Name: _____

Date(s) of Class Absence(s): _____

Reason for Absence:	
☐ Illness ☐ Travel ☐ Personal ☐ Inclement Weather	☐ Other (Explain below):

Excused	Date(s) of Absence(s)	Course Number & Name	Instructor Signature & Date
☐ Yes ☐ No			Signature Date
☐ Yes ☐ No			Signature Date
☐ Yes ☐ No			Signature Date
☐ Yes ☐ No			Signature Date
☐ Yes ☐ No			Signature Date
☐ Yes ☐ No			Signature Date
☐ Yes ☐ No			Signature Date

Student: _____
 Signature _____ Date _____

Dean of Students: _____
 Signature _____ Date _____

Vice President of Academic Affairs: _____
 Signature _____ Date _____

Registrar: _____
 Signature _____ Date _____