

NOTIFICATION OF SCHEDULED ABSESE

Student Name _____

University ID number _____

Course and section number _____

Date of scheduled absense _____

Will you miss a major exam? _____

If yes, give exam number _____

Explain in detail the reason for your absense. **Attach documentation.** Legitimate reasons for excusing an absense, per University policy are: University recognized activity; Religious Holiday; Active Military Service; Injury or Serious illness

Student signature _____

Instructor response _____

Instructor signature _____