

REQUEST FOR EXCUSED ABSENCE

Completed form must be in the Academic Affairs Office at least five (5) days in advance.

Name _____

Date of Absence _____

Time of Departure _____

Time of Return to campus _____

Reason for Absence _____
(Documentation for absence must be submitted to the Registrar's office upon return.)

Transportation arrangements _____

Teacher signatures:

_____	___ Approved ___ Not Approved
_____	___ Approved ___ Not Approved
_____	___ Approved ___ Not Approved
_____	___ Approved ___ Not Approved
_____	___ Approved ___ Not Approved
_____	___ Approved ___ Not Approved
_____	___ Approved ___ Not Approved
_____	___ Excused ___ Not Excused

Dean of Academic Affairs

If requesting permission to drive:

Type of Parental Permission to Drive:
___ Note ___ Fax ___ Email

_____ ___ **Approved** ___ **Not Approved**
Dean of Residential Affairs

Completed form must be presented to the Residential Life Office prior to checkout. A copy will be retained in the Registrar's office.