REQUEST FOR NOTIFICATION OF CLASS ABSENCE

INSTRUCTIONS:

- A copy of this form will be made for each instructor and given to you. You are expected to give a copy to your instructor. Alternately, if you request, a pdf will be made of this and emailed to you. You may then email the form to your instructor.
- This is **NOT** a request to excuse you from any class work or assignments. It is simply an explanation of why you will be absent. You are responsible for taking the initiative to complete any missed class work.
- This request must be completed in **ink**.
- Fill in the blanks below. To help us send your form to the correct people, please provide the **teaching department, complete course number** and **instructor's first and last name** for each class.

MEMORANDUM

TO: Instructors

FROM: John Foltz
Associate Dean and Director of Academic Programs
College of Agricultural and Life Sciences

SUBJECT: **Absence from Classes**

This is to inform you that _____ _____
Student's Name *ID number*

will be absent from classes on _____ for the following reason:
Date(s)

_____

_____

This is not a request to excuse the student from class work, but an explanation as to why the student will be absent. He/she is responsible for completing any work that is missed and for taking the initiative to contact you to complete that work.

Thank you for your assistance.

COURSE	INSTRUCTOR	DEPARTMENT TEACHING COURSE	CAMPUS MAIL CODE