

REQUEST FOR NOTIFICATION OF CLASS ABSENCE

INSTRUCTIONS:

- This form will be scanned and a pdf emailed to you. You are expected to email it to each of your instructors.
- 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, please provide the **teaching department, complete course number** and **instructor's first and last name** for each class.

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MEMORANDUM

TO: Instructors

FROM: Larry Makus
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 _____ *Date(s)* for the following reason:

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.

<u>COURSE</u>	<u>INSTRUCTOR</u>	<u>DEPARTMENT TEACHING COURSE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student email address _____