

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 completing any missed class work.
- This request must be completed in **ink**.
- Fill in the blanks below. To help us, please provide the **complete course number** and **instructor's first and last name** for each class.

MEMORANDUM

TO: Instructors
FROM: Matthew E. Doumit
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:

Contact Info: _____
Student Email Address *Student Phone #*

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>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____