

Absence Excuse Form — Request for Consideration

(Please use one form for each missed assignment)

Last name: _____ First name: _____

E-mail address: _____

Student ID number: _____ Phone: _____

Course number: _____ Section number: _____ Semester/ Year: _____

Instructor: _____

Assignment Missed (circle one):

Laboratory Recitation Workshop Quiz Exam Other _____

Date: _____ Assignment: _____

Reason (check one) and attach documentation:

- ☐ Personal Illness/Injury
- ☐ Death of Family Member
- ☐ Other _____

Explanation: _____

Student Signature: _____ **Date:** _____

Departmental Use Only

- ☐ Approved
- ☐ Not Approved