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