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