

**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