



NOTICE OF CLASS ABSENCE DUE TO STUDENT ACTIVITIES (SA-10)

Student Name:

Student ID:

Reason for Absence (25 words or less):

Dates of Absence:

Permission to make up class work missed during absence.

<i>Course Name</i>	<i>Instructor</i>	<i>Approved</i>	<i>Denied</i>	<i>Signature of Instructor</i>	<i>Deadline for missed work</i>

Instructions to Students:

1. List the classes by name and instructor that you will miss during your absence.
2. Contact your instructor(s) for class assignments and to secure permission to make up class work missed. Note: Instructor must provide a deadline for when missed work shall be completed by and include this with their approval of absence.
3. Obtain the signature of your Club Advisor or Faculty/Staff Chaperone for the event.
4. Return the completed form to the Director of Student Activities no later than **three weeks** prior to the date of absence.

Student Signature

Date

Club Advisor /Chaperone

Date
