

ABSENCE EXPLANATION FORM

YOU MAY SUBMIT THIS FORM (ELECTRONICALLY OR IN PERSON) DIRECTLY TO YOUR INSTRUCTOR. QUESTIONS? CONTACT YOUR DEPARTMENT CHAIR OR DEPARTMENT ADMINISTRATOR (D.A.)

1. * NAME:		4. *SEMESTER: <input type="checkbox"/> FA <input type="checkbox"/> WI <input type="checkbox"/> SU YEAR: 20__		
2. * MAJOR:		5. Do you have documentation supporting your absence? <input type="checkbox"/> Yes <input type="checkbox"/> No		
3. * STUDENT ID#:		ALL DOCUMENTATION MUST BE ACCOMPANIED BY AN ABSENCE FORM		
DO NOT USE YOUR SOCIAL SECURITY NUMBER				
6. NOT IN ATTENDANCE FOR THE FOLLOWING COURSES:				
*Date(s) of Absence	*Course Code/No/Sec	Course Title	*Instructor Name	Day/Time
<i>Example:</i> Oct. 7 – 14 th OR 10/7, 10/9, 10/14	DFN 118 C	3D Design Concepts	John Smith or J. Smith	T/TH 9-11:45
7. *Absence Explanation: (Please explain unless confidential)				

I understand that this form does not ensure an Excused Absence.

The final determination of whether an absence will be excused is left to the discretion of the instructor.
 An absence may be excused if there is a medical reason, family emergency, or extenuating circumstances beyond the student's control, provided the proper documentation is submitted (i.e., Dr.'s note, Obituary, Note from Personal Counselors, Jury Duty forms or other official dated documents). **Students seeking an excused absence must submit their documentation as directed by the Instructor. Please view your class syllabus. See the CCS Attendance Policy for complete details.**

*Student Signature: X _____ *Date: _____