



## College Sponsored Activity – Excused Absence Request

**Student Name:** \_\_\_\_\_

**Activity Date(s):** \_\_\_\_\_

**Reason for absence (provide supporting documentation):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Instructor/Club Advisor**

\_\_\_\_\_

**Date**

Please excuse the above named student to participate in this college sponsored activity or trip. The student understands that he/she is responsible for any class work missed during the period of time indicated. The student understands that he/she should be making satisfactory progress in those classes in which he or she is seeking an excused absence.

**Approval of Instructors:**

Course	Instructor's Signature

This completed form should be returned to the instructor or club Advisor in charge of this activity.