



College Sponsored Activity – Excused Absence Request

Student Name: _____

Activity Date(s): _____

Reason for absence (provide supporting documentation):

Signature of Instructor/Club Sponsor

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 sponsor in charge of this activity.