

Absence Documentation Form

STUDENT NAME: _____ TODAY'S DATE: _____

PROGRAM: _____ INSTRUCTOR: _____

I AM REQUESTING AN ☐ EXCUSED ☐ UNEXCUSED ABSENCE FOR THE DAY OF _____ (MM/DD/YY) FOR _____ HOURS.

Any student who (without PRIOR arrangements through SoMoTech administration) misses five consecutive days or exceeds 20% of the program hours per payment period may be dismissed from the program. The "20% Rule" takes both excused and unexcused absences into consideration.

FOR AN EXCUSED ABSENCE:

Excused absences are granted for unusual, unforeseeable, and/or unavoidable circumstances. Documentation must be provided for all excused absences.

Excused absences may only account for up to 10% of a student's hours (per payment period). Any additional hours must be made up.

The school may—at its sole discretion—use all available excused absences for inclement weather days.

How was this absence unusual, unforeseeable, and/or unavoidable?

Attach documentation (required)

FOR AN UNEXCUSED ABSENCE:

All unexcused absences must be made up. Make up time is coordinated and must be pre-approved by the program instructor.

<u>Make Up Date</u>	<u>Hours Made Up</u>	<u>Supervisor Signature & Date</u>	<u>Instructor Signature & Date</u>

Make up time was completed: ☐ On campus ☐ Off campus
(Supervisor signature required if time was made up off campus)

FOR ALL ABSENCES:

REASON FOR ABSENCE: _____

Student Signature

Date

OFFICE USE ONLY:

☐ APPROVED

☐ NOT APPROVED

TTL Excused
Absences to Date

Attendance Officer

Date Received

Date Entered

Coordinator

Date Received