

COLLEGE OF ENGINEERING  
ABSENCE DECLARATION

NAME: \_\_\_\_\_

STUDENT NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

MEMO TO: Teaching Staff

\_\_\_\_\_ was/will be absent from classes listed below from

on: \_\_\_\_\_ to: \_\_\_\_\_

REASON: \_\_\_\_\_

NOTICE: This is a student originated declaration designed to keep instructors informed of student whereabouts. This DOES NOT constitute an official excuse for absence or modify our absence policy in any way, or excuse students from any course expectations.

INSTRUCTOR

COURSE

SECTION/TIME

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DEAN'S SIGNATURE

(PRESS FIRMLY)

Sample:  
Official Forms Available in College Office