|  |  |
| --- | --- |
|  | AC015 |

**Excused Absence Form**

|  |  |
| --- | --- |
| Name of the Student: |  |
| ID Number: |  |
| Date Absent: |  |
| Course Title/Code: |  |
| Course Teacher: |  |
| Date: |  |

Reason:

|  |
| --- |
|  |

Supporting documents attached:

|  |
| --- |
|  |

Session Learning Objectives Attained

|  |  |  |
| --- | --- | --- |
|  | |  |
| [ ] Yes [ ] No | |  |
|  | |  |
| Faculty |  |  |

|  |  |  |
| --- | --- | --- |
|  |  | Action Taken: |
|  |  |  |
|  |  | [ ] Approved |
|  |  |  |
|  |  | [ ] Disapproved |
|  |  |  |
|  |  |  |
|  |  | Head of the Department |