

Excused Absence Request Form

Please fill this out if you are going to miss a meeting or have missed a meeting and believe that you have a valid excuse for your absence. If you do not fill out the form in advance, you have a 1-week period after the meeting you missed to fill out the form, after that it will not be valid. Then the secretary and/or president will review it and either accept or deny your request. You will be allowed at maximum 3 excused absences for the semester, similar to most situations on campus.

Is this form for a past meeting or an upcoming meeting?

For example, if you missed a meeting last week, then check "Past". If you know you will miss a meeting in the future, then choose "Upcoming"

Past

Upcoming

What date of the meeting you are going to miss or have already missed?

Note: For past meetings, you can only request for the last meeting that has happened. Therefore, you cannot request any excused absence for two meetings ago.

What is your reason for missing this meeting?

Does not have to be lengthy, but make sure you explain your situation enough for us to want to let you have it excused, of course!
