



## REQUEST FOR EXCUSED ABSENCE

### General Instructions:

1. Complete this form (all fields), sign and send it to Program Director /Administrative Assistant. You can either deliver a hard copy or send as an email attachment (pdf only) to [ahmed.elshamy@cnsu.edu](mailto:ahmed.elshamy@cnsu.edu) / [aashna.pillay@cnsu.edu](mailto:aashna.pillay@cnsu.edu)
2. Attach all necessary supporting documents.

### I. STUDENT INFORMATION:

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Request date: \_\_\_\_\_  
Student Program/Pathway: \_\_\_\_\_ Request Term/ Year: \_\_\_\_\_

### II. INFORMATION ON THE REQUEST:

Absence Day requested (if only 1 day): \_\_\_\_\_

Absence Period Requested (if more than 1 day): \_\_\_\_\_

Nature of the Absence:

- |  |  |                                |
|--|--|--------------------------------|
| <input type="checkbox"/> Illness or hospitalization  | <input type="checkbox"/> Death of an immediate family member   |                                |
| <input type="checkbox"/> Religious                   | <input type="checkbox"/> Professional School Exam or Interview |                                |
| <input type="checkbox"/> Jury duty or Court subpoena | <input type="checkbox"/> Personal emergency                    | <input type="checkbox"/> Other |

Describe (with as much details as possible) the reasons you are requesting an excused absence:

Indicate all supporting documents you are attaching to this request:

### III. APPROVAL AND SIGNATURES:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Course Coordinator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Program Signature

\_\_\_\_\_  
Date