

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 SCCC 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. Any additional hours must be made up.

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:	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED
_____ Attendance Officer	_____ Date
_____ Coordinator	_____ Date