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.

The school may—at its sole discretion—use all available excused absences for inclement weather days.

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.

<table>
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<tr>
<th>Make Up Date</th>
<th>Hours Made Up</th>
<th>Supervisor Signature &amp; Date</th>
<th>Instructor Signature &amp; Date</th>
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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:
☐ APPROVED  ☐ NOT APPROVED

Attendance Officer ___________________________ Date ___________________________ TTL Excused Absences to Date
Coordinator ___________________________ Date ___________________________