



UNDERWOOD
UNIVERSITY

EXCUSED ABSENCE FORM

Student Name: _____

Dates of Absence _____ to _____

Indicate below the valid cause for the student's absence(s):

Student Illness (attach medical documentation)

Death in the immediate family (attach documentation)

Family emergency, Explain: _____

Circumstances which cause reasonable concern to you for your child's safety or health,

Explain: _____

Other situations beyond the control of the student.

Explain: _____

For an excused absence, the student must submit **documented proof (i.e. court doc, doctor's note, death certificate, birth certificate, etc.).*

****Excusable reasons** include medical emergency, surgery, family emergency, military service, jury duty, court hearing, funeral, accident, etc*

****Medical appointments will not be considered as an excusable reason.***

Student Signature: _____ Date _____

FOR OFFICE USE ONLY

APPROVED DATES APPROVED: FROM _____ TO _____

DENIED REASON: _____

FACULTY SIGNATURE: _____

DATE: _____