COLLEGE *for* **Creative** STUDIES

ABSENCE EXPLANATION FORM

1. Submit this form (electronically or in-person) directly to your instructor.
2. Questions? Contact your Department Chair or Program Manager (P.M.)

1. * NAME:	**4. *SEMESTER:** ☐ FA ☐ WI ☐ SU YEAR: 20___
2. * MAJOR:	**5.** Do you have documentation supporting your absence? ☐ Yes ☐ No
3. * STUDENT ID#: DO NOT USE YOUR SOCIAL SECURITY NUMBER	Documentation may be requested by your instructor, but is not always required.

6. NOT IN ATTENDANCE FOR THE FOLLOWING COURSES:

*Date(s) of Absence	*Course Code/No/Sec	Course Title	*Instructor Name	Day/Time
Example: Oct. 7 – 14th OR 10/7, 10/9, 10/14	*DFN 118 C*	*3D Design Concepts*	*John Smith or J. Smith*	*T/TH 9-11:45*

7. *Absence Explanation: (Please explain unless confidential)

☐ ***I understand that this form does not ensure an Excused Absence.***

- *The final determination of whether an absence will be excused is left to the discretion of the instructor. An absence may be excused if there is a medical reason, family emergency, or extenuating circumstances beyond the student's control.*

- *Students seeking an excused absence may be asked to submit evidence documentation to the Instructor, although this is not required. Documentation may include a Dr.'s note, Obituary, Note from Personal Counselors, Jury Duty forms or other official dated documents. Please view your class syllabus. See the CCS Attendance Policy for complete details.*

*Student Signature: X _____ ***Date:** _____