

ABSENCE EXPLANATION FORM

It is your responsibility as a student and as a member of the UI learning community to attend class and to contribute to the learning environment. If you have missed a class or if you miss one in the future, please let your instructor know as soon as possible.

Fill out this form (using any browser except for Firefox), print and sign this form, and staple a copy of any related documentation to it. **Give this form to your instructor as soon as possible**, discussing this absence in person. Your instructor will decide if the absence **is excused or unexcused** by using the absence policy in the course syllabus and at this UI website: <https://opsmanual.uiowa.edu/students/absences-class>.

Please read these statements and check the boxes to show your understanding of this important information.

I understand that I am expected to attend class.

I have read and understand the course absence policy that is on the course syllabus.

I understand that I am responsible for learning the material that I missed during my absence.

Course number (e.g. RHET: 1030:001) Course title (e.g. Rhetoric)

Instructor's name

Student's first and last name

Student's UI ID number

Give the date or dates that you **were** absent or **will be** absent from this class.

Explain briefly why **you missed** class or **will miss** class, summarizing this information to protect your privacy. Staple a copy of related documentation to this form after printing it, such as a note from a doctor or a copy of a MyChart visit.

Explain how you plan to learn the class content that you missed.

<i>Student's signature</i>	<i>Date</i>
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My signature verifies that the above information is accurate and that my statements are honest.

Instructor's Response

This absence has been reviewed and is determined to be:

An **excused** absence

An **unexcused** absence

Reasons for this decision (use the back of this sheet if needed):

Instructor's Signature

Date