

Student Attendance Event Form

This form is to be used by any student who will be absent from classes while participating in college-sponsored events or activities. Consult the Student Attendance Policy for College Sponsored Activities and Events for further details concerning when to use this form. ***Please complete this form as soon as you have knowledge of a class/event conflict. When possible, the student should contact the instructor at least two (2) weeks prior to an event/activity to discuss the possible class absence.***

Name of event: _____ Sponsor's Signature: _____

Organization affiliation of event (Campus group sponsoring activity): _____

Describe the nature of the event:: _____

Start date and time of the event: _____ End date and time of event: _____

Student Name: _____ Student ID Number: _____

Instructor's Comments: _____

Instructor's Name (Please Print): _____ Instructor's Signature: _____

Date form submitted to Instructor: _____ Date form returned to student: _____