

## Absence Notification Request Form

**NOTE:** Class absences can ONLY be approved by your faculty. Notification of absences by the Office of the Dean of Students is intended to provide students a method of relaying documented information to their respective faculty. All information is subject to an independent review and confirmation process by the Dean of Students.

**Submit form and any supporting information (in one packet) to: Suite 213, Smith-Brown Memorial Student Union  
 or via fax (225) 771 – 2202**

**Have you notified your faculty of your absence(s)?**     Yes     No

If not, please contact your faculty as soon as possible to request arrangements for covering materials you missed due to your absence(s).

### STUDENT INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

S- Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

SUBR Email Address: \_\_\_\_\_

Contact Information during Absence: \_\_\_\_\_

Reason for request of absence notification (please include description, relevant excuses, and specific dates absent):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### CLASS SCHEDULE

Course #	Course Title	Professor

**Please attach written documentation and official excuses corroborating this request. If none are provided, you may be asked to supply additional information prior to absence information being forwarded to faculty.**

### For Dean of Students Office Use Only

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_