



REQUEST FOR EXCUSED ABSENCE

General Instructions: Complete this form, sign and submit to CHS Office of Student Affairs.

1. Complete this form (all fields), sign and send to the Office of Student Affairs. You can either deliver a hard copy or send as an email attachment (pdf only) to chs.studentaffairs@cnsu.edu.
2. Attach all necessary supporting documents as per our CHS 3806 Excused Absence Policy.
3. **Only typed forms will be accepted.**

I. STUDENT INFORMATION:

Name: _____ Student ID: _____ Request date: _____

Request Term/Year: _____ Student Program/Pathway: _____

II. INFORMATION ON THE REQUEST:

Absence Day requested (if only 1 day): _____ Absence Period Requested (if more than 1 day): _____

Nature of the Absence (as per CHS 3806):

- | | |
|------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Illness or hospitalization | <input type="checkbox"/> Death of an immediate family member |
| <input type="checkbox"/> Religious | <input type="checkbox"/> Professional School Exam or Interview |
| <input type="checkbox"/> Jury duty or Court subpoena | <input type="checkbox"/> Personal emergency <input type="checkbox"/> Other |

Describe (with as much details as possible) the reasons you are requesting an excused absence:

Indicate all supporting documents you are attaching to this request:

III. APPROVAL AND SIGNATURES:

Student Signature

Date

Director of Student Affairs

Date