

EXCUSED ABSENCE REQUEST HOW-TO

University of Arizona
Official Activity
Excused Absence Request Form
(Please See Reverse for Policy and Guidelines)

- Ensure all required information is provided and obtain approval signatures. Incomplete forms and those missing required signatures will be denied. Recognized student clubs and organizations are required to have signatures from their advisor and ASUA who will sign as the Dean, Director or Department Head.
- Complete an Official Activity Excuse Form for each student (not each class) requesting an excuse.
- Completed Excused Absence Request Forms and Individual Official Activity Excuse Forms must be sent/hand delivered to the Dean of Students Office located in the Robert L. Nugent Building. Please allow 10 business days to process requests.
- The person identified as the Contact Person below will be notified by the Dean of Students Office when the forms are ready to be picked up. Excused Absence Request Forms will not be issued after an activity has occurred.
- **PLEASE NOTE** to properly fill out this form you must use Adobe Reader or Acrobat 8.0 or greater. If any other PDF viewer is used (such as Apple Preview or Google Chrome PDF viewer) the form will not format correctly and the filled in fields will appear blank when received by our office. **Make sure to save a copy of the completed form on your computer as a back up.**

Date: Department/Organization:

Dept./Organization Contact Person: Phone #:

Email Address:

Name of Event:

Location of Event:

Date/Time of Departure: Date/Time of Return:

Student Organization Advisor Signature*:

*required for recognized student organizations only

Student Organization Advisor Printed Name:

Date: the date you are completing the form



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Name of Event:

Location of Event:

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Student Organization Advisor Signature*:

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Student Organization Advisor Printed Name:

Department/Organization: name of your club



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Location of Event:

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Student Organization Advisor Printed Name:

Dept/Organization Contact Person:
name of club president or other
officer



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Name of Event:

Location of Event:

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Student Organization Advisor Printed Name:

Phone #: contact person phone number



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Location of Event:

Date/Time of Departure: Date/Time of Return:

Student Organization Advisor Signature*:

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Student Organization Advisor Printed Name:

Email Address: contact person email address (Arizona email, preferred)



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Dept./Organization Contact Person: Phone #:

Name of Event:

Location of Event:

Date/Time of Departure: Date/Time of Return:

Student Organization Advisor Signature*:
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Student Organization Advisor Printed Name:

Name of Event: name of event you will be attending



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Email Address:

Location of Event:

Date/Time of Departure: Date/Time of Return:

Student Organization Advisor Signature*:

*required for recognized student organizations only

Student Organization Advisor Printed Name:

Location of Event: location of event you will be attending



DEAN'S EXCUSES HOW-TO

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Date: Department/Organization:

Dept./Organization Contact Person: Phone #:

Email Address:

Name of Event:

Date/Time of Departure: Date/Time of Return:

Student Organization Advisor Signature*:
*required for recognized student organizations only

Student Organization Advisor Printed Name:

Date/Time of Departure: when club is leaving for event – excuses will only be given for classes after this time



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Date: _____ Department/Organization: _____

Dept./Organization Contact Person: _____ Phone #: _____

Email Address: _____

Name of Event: _____

Location of Event: _____

Date/Time of Departure: _____ Date/Time of Return: **Tuesday, 1/20 8:00pm**

Student Organization Advisor Signature*: _____
*required for recognized student organizations only

Student Organization Advisor Printed Name: _____

Date/Time of Return: when club will return to Tucson— excuses will only be given for classes up until this time



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Date: Department/Organization:

Dept./Organization Contact Person: Phone #:

Email Address:

Name of Event:

Location of Event:

Student Organization Advisor Signature*:  Daniel Bowes
*required for recognized student organizations only

Student Organization Advisor Printed Name: Daniel Bowes

Student Organization Advisor
Signature: Club Sport staff can sign
for advisor



EXCUSED ABSENCE REQUEST HOW-TO



Official Activity Excuse

Name: _____ Student ID#: _____

Date(s) Absent from Class: _____

Reason: _____

A student may be excused from classes for officially authorized functions in accordance with the Excused Absence Policy adopted by the Faculty Senate. (See Section 7.04.02, Handbook for Appointed Personnel, 2000).

Kendal Washington White, Date
Assistant Vice President and Dean of Students

Office Use Only



THE UNIVERSITY OF ARIZONA

**CAMPUS
RECREATION**