



tabortasmania

Absentee Notification FORM

This form is for advising the college when you will be absent from a class. This form must be submitted before the class, or you can call the college and ask a staff member to fill one in for you.

Student No. _____

Student name: _____

Absences advised for the following modules and dates:

Modules	Dates:
_____	___ / ___ / ___
_____	___ / ___ / ___
_____	___ / ___ / ___
_____	___ / ___ / ___
_____	___ / ___ / ___
_____	___ / ___ / ___
_____	___ / ___ / ___

Reasons for absence:

Signature of student: _____

OR

If taken by phone – name of staff member taking call: _____

Date of notification: ___ / ___ / ___

Registrar's use only

Date processed: ___ / ___ / ___

Approved: YES / NO