

Absence Submittal Form

Fill in all the fields regarding your absence request. Once complete, email the form to Tracie Sur (tsakuda@hawaii.edu) and cc Dean Trisha Nakamura (tynakamu@hawaii.edu). **By completing and submitting this form, you are acknowledging that the information presented is true, accurate, and free from errors.**

First Name _____ Last Name _____

Date(s) & Day(s) of absence (i.e 8/30 Tuesday)	Class & Class Number (i.e Contracts LAW501)	Prof. Name	# of Sessions Missing/Missed	Is this a short course?*

*A short course is a class that is not a semester long.

Are you requesting an excused absence? _____

Note the explanation for requesting the absence(s). Please provide documentation as appropriate.

Student phone number and email (hawaii.edu) _____