



EXCUSED ABSENCE REQUEST FORM

- Complete the request form and submit it to the Office of Registrar a minimum of 24 hours prior to the first absence date
- The form must be signed by the course instructors before the submission
- Supporting documents

I. STUDENT INFORMATION

FIRST MIDDLE LAST

STUDENT ID # EMAIL @MAHANAIM.COM

PHONE

GRADE LEVEL: _____

TERM: _____

PROGRAM: _____

II. LIST OF THE COURSES YOU ARE REQUESTING EXCUSED ABSENCE

Course #	Course Title	Meeting Day and Time	Instructor Signature and Printed Name	Date

REASON FOR ABSENCE: _____

DATE OF THE ABSENCE: From: _____ (MM/DD/YYYY) To: _____ (MM/DD/YYYY)

ASSOCIATE VP of ACADEMIC AFFAIRS SIGNATURE

DATE

CONFIRMATION of the OFFICE of the REGISTRAR

DATE RECEIVED and PROCESSED