

Non-Medical Absence Request Form



Name: _____ N No: _____ NYU Email: _____

Semester: _____ Upperclassman Freshman

I request to miss the following class(es):	On the following date(s):

Reason for request:

Religious/cultural holiday <input type="checkbox"/> Wedding <input type="checkbox"/> Emergency <input type="checkbox"/> Other <input type="checkbox"/>
Please include further details about your absence request (required):
Please note the class and date(s) of the assignments/midterms/exams you are missing:

** By submitting this absence request form you affirm that all information is as accurate as possible, that it has been submitted **at least 7 days in advance** of the absence requested and that all **supporting documentation/evidence is attached**. Forms submitted without supporting documentation will be deemed incomplete and not processed. Please sign and date below:*

Signed:

Date:

Office Use Only *STAMP (date received)*

Authorised: Yes No Initial/date: _____

Reason: _____

Have the following steps been taken:

Noted on absence form Scan saved Faculty informed EUSA (if applicable)