

COLLEGE OF ARTS AND SCIENCES

University of the Philippines Los Baños Laguna

EXCUSE FOR ABSENCE

Date: _____

The Dean
CAS, UPLB
College Laguna

Dear Sir/Madam:

I would like to request that I be excused for my absence(s) from my class(es) indicated below on the following dates: _____.

I was absent because _____.

Very truly yours,

IMPORTANT:

1. Please **attach necessary documents**
2. The excuse slip must be presented to the instructor(s) concerned not later than the second class session following the student's return.
3. Excuses are for time missed only. All work covered by the class during the student's absence should be made up to the satisfaction of the instructor, within a reasonable time from the date of absence.

(Printed Name & Signature of Student)_____
(Student Number & Degree Program)**APPROVED** (For the Dean):**GEMALYN H. LOZANO**

Assistant College Secretary

SUBJECT	DATE OF ABSENCE	SIGNATURE OF INSTRUCTOR	
		LECTURE	LABORATORY

NOTE: The student must **RETURN** this slip to the Office of the College Secretary after all the instructors have signed

Received by: _____
(OCS Staff) Date _____

NOT VALID WITH ERASURES