

Missed Class/ Missed Test Form

Instructions:

1. **Before** you complete this form consult the syllabus packet to ensure that you fully understand the missed attendance/test policy for this class.
 2. Even if you have already talked to me about your situation, you must still complete this form. Think about it: even if I tried hard, do you honestly believe that when I am computing your grades at the end of the semester I will always be able to remember the specific circumstances of all students who have talked to me during the semester—especially when enrollments across my classes can sometimes reach 200 or more (with no TA support)? Not to mention the fact that more likely than not I will be working with student person numbers rather than names.
 3. It is your responsibility to determine the day(s) you missed class(es).
 4. You must attach documentary evidence to this sheet in support of your explanation. (Note: attach means to use a staple. If you do not comply with this instruction I may refuse to accept this form from you.)
 5. Handing in this completed form to me does **not** in any way obligate me to deviate from the attendance policy specified in the syllabus packet. ← *Read this sentence again.*
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Your Name: Last:

First:

Course Title:

Semester:

Year:

Date(s) that you missed class (classes):

Provide a detailed explanation of why you missed the class (classes) and/or test:

If necessary continue your explanation on the back of this sheet.