

Columbia College Exceptional Absence Request

Date Received:

Please complete all sections of this form. Please be aware that this is a request only. By completing this form it does not guarantee your absence will be approved. You will be notified in writing as to the result of your request.

STUDENT INFORMATION

Student Name:		Last	First
Student ID Number:	20 ___ - _____	Phone Number: () _____	
Student Program:	<input type="checkbox"/> ESL <input type="checkbox"/> Academic Upgrading <input type="checkbox"/> Integrated Training <input type="checkbox"/> Bridging Program (University Prep.) <input type="checkbox"/> Professional Program		

REQUEST INFORMATION

Date(s) Requested Off:	From:	Month	Day	Year
	To:	Month	Day	Year

REASON FOR ABSENCE

Reason for Requesting the Leave – Please give specific reasons for requesting this leave in the space provided below.

- Remember that you cannot be absent from class on the first day of a semester. Only in exceptional circumstances can a student be away on the first day of a semester.
- To have your request considered, you must have excellent attendance and be making very good progress.
- If your request is provisionally granted, you must make certain that you complete all missed course work before leaving or during your absence. Should you not meet these requirements your absence will be considered as unexcused.
- You will be notified in writing of the decision regarding your request

STUDENT SIGNATURE

Student's Signature:	Date:
<p>The personal information on this form has been collected for the sole purpose of processing your request. The information is collected in accordance with the Columbia College privacy policy, as well as Alberta Personal Privacy legislation. If you have any questions about the collection or use of this information, please contact the Corporate Privacy Officer. This form must be completed in full and signed before we can process your request.</p>	

FOR OFFICE USE ONLY

Processed by:	Record Number:
<input type="checkbox"/> Provisionally Granted	Days Excused
<input type="checkbox"/> Denied	Days Unexcused