

## REQUEST FOR ABSENCE FROM CAMPUS

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ Administrative approval to be absent from campus:

Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Return On Campus Date: \_\_\_\_\_ Day: \_\_\_\_\_

Arrangements during my absence are: \_\_\_\_\_

\_\_\_\_\_

Comments on absence destination: \_\_\_\_\_

\_\_\_\_\_

Telephone number or person to contact in an emergency: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Richard Broughton

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Asst. to the Chair

\_\_\_\_\_  
Recorded