

Time and Attendance Report

If you plan to miss class and want to request the opportunity to make arrangements to submit work late or to come up with a plan to make up work missed during the time you are gone, you must complete the Time and Attendance Report and submit it to me at least one week before your absence. If you are ill or miss class for an extraordinary circumstance and want to submit a late assignment or have the opportunity to make up missed work, you must complete the Time and Attendance Report within 48 hours of the class you missed. Submitting the report does not guarantee that your request will be approved.

Person Submitting Report

Name: _____

Course: _____

E-mail Address: _____

Reason for Absence

- Plan to miss all/part of class on _____ (fill in date)
- Missed class on _____ (fill in date)
- Contacted your professor on _____ (fill in date) by ____ phone / ____ email
- Arrived late for class on _____ (fill in date)
- Left class early on _____ (fill in date)

What was your reason for missing (or planning to miss) class?

What arrangements have you made (or will you make) to learn the material you missed (or will miss) while you are/were absent?

Do you need my assistance in helping you set up an appointment with the counseling staff to discuss scheduling or other issues? Yes No

Professor's Comments



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Handout published by Dr. Steven L. Berg, Associate Professor of English and History at Schoolcraft College. <http://www.stevenlberg.info>. E-mail: sberg@schoolcraft.edu. This work is licensed under a Creative Commons Attribution-Noncommercial-Share Alike 3.0 Unported License http://creativecommons.org/licenses/by-nc-sa/3.0/deed.en_US.