

Introduction to Cognitive Science Psychology 489:2 (Spring 2006)

Absence Report Form

Name: _____ Email _____

Date(s) Missed: _____

Instructions:

- (1) In the space below, provide a brief but thorough explanation for the absence(s). In particular, if it is not obvious by the nature of the event (e.g., medical emergency versus a university athletic event), be sure to include enough information to justify: (a) why documentation was not provided **before** the absence, and (b) why the matter could not be addressed at another time.
- (2) Attach legible copies of official documentation that: (a) corroborate the purpose of the absence, (b) clearly indicate the date(s) of the absence(s), and where available, (c) include contact information to verify the absence (e.g., car towing operator, medical office, etc.). Note that an absence must be documented, and possibly also verified in order to be excused.