**Absence Request Form**

**We understand that an illness can happen at any time. In order to ensure proper tracking and communication is maintained with the Office of Student Affairs and your course directors, all students are required to request approval for absences for personal illness and illness in the family on the form below. This form is used to request an absence for one or more required sessions on a single date. For multi-day absences, please submit one form per day.**

**Although we will contact your course directors, you are also responsible for making them aware of your absence and coordinating with them any necessary make up course materials or alternate test dates. This is part of your professional development in communication and decision making.**

**Your Full Name:**



**Your UMMC Email Address:**



**Select your class:**

Class of 2021

Class of 2022

Class of 2023

Class of 2024

**Reason for Absence:**

Personal illness

Illness in the family

Provide a description below of the reason for the absence if other than the above.



**Date of Requested Absence:**



**List your current course directors:**

