# Excuse Slip Form

**To the Student:**
1. Please accomplish this form in duplicate.
2. Fill up the form and let your instructor/s concerned write the number of absences that you have incurred from the beginning of the semester.
3. Go to your Dept. Chairman and Dean for proper action. Attach the ORIGINAL and PHOTOCOPY of any of the following as applicable:
   1. medical certificate; 2. letter or note from parents/guardian; 3. excuse slip from coaches/teachers for participation in college/university games; 4. others: ______________________

**Date (DD/ MM/ YY) : __________________**

I, _____________________________________, a __________________ student of the college
of ____________________________, hereby request readmission to my classes with absence(s) from _______________________ for the following reasons:

____________________________________________________________________________

____________________________________________________________________________

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<tr>
<th>Subject</th>
<th>Time</th>
<th>Total No.</th>
<th>Instructor’s Name/Signature</th>
<th>Remark on Student’s Performance</th>
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</table>

Action Taken: EXCUSED /___/ UNEXCUSED /___/ ADMIT /___/

__________________________

Department Chairman

__________________________

DEAN

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CPU ACA Form 24
Effective Jan. 12, 2009