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
(Name of Student)   *(Course/Year)*

of _____, hereby request readmission to my classes with
(Name of College)

absence(s) from _____ for the following reasons:
(Date/s of absences)

_____

_____

Subject	Time		Total No. of Absences	Instructor's Name/Signature	Remark on Student's Performance
	MWF	TTh			

Action Taken:

EXCUSED /___/   UNEXCUSED /___/   ADMIT /___/

_____   _____
Department Chairman   DEAN