

Absence Report Form

Date: Year Month Day

Dear instructor,

School / College / Graduate School: _____

Department / School / Division: _____

Course / Department: _____

Student ID Number: _____

Name: _____

I will be/was absent from class due to the following reason.

Subject: _____

(Day of the week _____ Class period _____)

Reason for absence: _____

Period of Absence: Year Month Day to Year Month Date

*Notes

1. This absence report form is used only to report the time and reason for absence.
2. Handling of grades and other matters is at the discretion of the instructor in charge.
3. This absence report form does not guarantee that grades and other course concerns will be addressed.

However, the following reasons for absence will be taken into consideration.

- If a student contracts an infectious disease (that should be prevented in schools) and is suspended

from school.

- When a student requests “relief measures in case of difficulty in commuting to and from school” due to the following circumstances in the area of residence or the area along the student’s route to school.
 - Earthquake of seismic intensity 5-upper or higher
 - Evacuation order is issued
 - A storm warning, snow storm warning, or emergency warning is issued
 - Significant delay or suspension of transportation services along the route to school
 - Other disasters occur
4. Please inquire directly with your instructor regarding alternative arrangements for assignments, etc. during the absence period.
 5. Absence report forms must be submitted to the instructor in charge of each class.