WASHINGTON STATE UNIVERSITY

Class Absence Request

DATE

Dear Colleague,

The student identified below will be absent from class on the date shown to participate in the listed away event, a university-sponsored activity for the identified club.

STUDENT NAME

CLASS / COURSE AND SECTION

CLASS DATE

AWAY EVENT NAME AND DATE

CLUB NAME

This activity falls under the Guidelines for Class Absences, approved by the Faculty Senate on November 21, 1985. Please allow this student, who remains responsible for all course requirements, an opportunity to make up any missed work.

On behalf of University Recreation, I thank you!

Joanne Greene
Executive Director
University Recreation
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