

Notification Of Absence Form

Reporting Missed Coursework For
Academic Term: Fall 2024

Name: _____

Student Number: _____

Program & Level: _____

Today's Date: _____

Indicate the **Reason For Missed Coursework** below:

- Medical / Illness
 Childcare
 Bereavement (loss)/Compassionate
 Religious / Faith
 Technology issue

Please Print Clearly

Course Code (i.e. ANTHROP 1AA3)	Academic Work Missed (i.e. Quiz, Test, Essay)	Percentage Value of Work	Instructor	Date Of Missed Work

Note - Student must initial beside each item below to indicate their understanding and agreement, and sign & date the form.

- This information provided is complete and accurate.
 I will follow all instructions carefully and completely.
 I will ensure I have an active McMaster email account.
 I will ensure that the correct email address is used to notify instructors.
 I will contact my instructor immediately regarding my missed work.

Failure to comply with these instructions may result in forfeiting any consideration made for my missed work.

Signature: _____

Date: _____

May we relay the information provided in the attached submitted documentation to the professor(s) listed above?

This form can be emailed to socscfac@mcmaster.ca as an attachment. Use your McMaster student email and include your full name with student number, a concise explanation of why you are sending the email, and an appropriate subject line.

FOR OFFICE USE ONLY

Processed? Yes / No

Signature: _____

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