

# Notification Of Absence Form

Reporting Missed Coursework  
Faculty of Social Sciences

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.

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**FOR OFFICE USE ONLY**

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Processed?  Yes /  No

Signature: \_\_\_\_\_

The information gathered on this form is collected under the authority of The *McMaster University Act, 1976*. The information is used for the academic, administrative, and statistical purposes of the Faculty of Social Sciences including, but not limited to, maintaining records; academic counselling and the administration of examinations. Personal student information provided on this form will not be used for any unrelated purpose without the consent of the student. This information is protected and is being collected pursuant to section 39(2) and section 42 of the Freedom of Information and *Protection of Privacy Act of Ontario* (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the Associate Dean, Faculty of Social Sciences, Kenneth Taylor Hall, Room 129, McMaster University.