

IMPORTANT:

**COLLEGE SECRETARY'S SIGNATURE FIRST
BEFORE INSTRUCTOR**

1. Please attach necessary documents.
2. The excuse slip must be presented to the instructor(s) concerned not later than the second class session following the student's return.
3. Excuses are for time missed only. All work covered by the class during the student's absence should be made up to the satisfaction of the instructor, within a reasonable time from the date of absence.

EXCUSE FOR ABSENCE

Date: _____

The Dean
College of Economics and Management
UPLB, College, Laguna 4031

Sir/Madam:

I would like to request that I be excused for my absence(s) from my class(es) indicated below on the following dates: _____.
I was absent because _____.

Very truly yours,

APPROVED FOR THE DEAN:

ROWENA A. DORADO
College Secretary

Student's Signature Over Printed Name

Student Number

Degree Program

SUBJECT	DATE OF ABSENCE	INSTRUCTOR'S SIGNATURE	
		LECTURE	RECITATION/LABORATORY

NOTE TO THE STUDENT: When instructors have signed, please return this form to the College Secretary's Office for filing.
Received by: _____
(OCS Staff) Date _____

NOT VALID WITH ERASURES