

Student Class Absence Report [S-CAR]



Instructions to Students: Students are expected to attend every session of the courses in which they are registered. When circumstances arise that are beyond a student's control, the student may be excused by the instructor from attending a class. Whenever possible, a student should obtain written permission in advance to be absent from a class from the course instructor and the Dean of Students. In situations where obtaining prior permission is not possible, the student must submit, as soon as possible, the class absence form signed by the Dean of Students. Absence forms submitted later than two weeks after the class absence may not be accepted. (DWC Academic Catalog)

Student Name: _____ (Please Print Clearly)

Date of Class Absence(s): _____

Reason for Absence: Illness Travel Personal Inclement Weather
 Other _____

Excused ?	Course Number/Title	Date & Time of Absence	Signature of Instructor
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

Student Signature

Date Form Submitted

Approved Rejected

Dean of Students Signature

Date Form Received

Approved Rejected

VP for Academic Affairs Signature

Date Form Received

Registrar Signature

Date Form Received

Distribution Copies:			
<input type="checkbox"/> Student	<input type="checkbox"/> Instructor(s)	<input type="checkbox"/> VP for Academic Affairs	<input type="checkbox"/> Dean of Students