

OFFICIAL CLASS ABSENCE STATEMENT

Williamsburg Technical College

Students listed below are scheduled to participate in the following event. It is requested that all absences during the time indicated be excused.

Event Details

Event:

From — Date: _____ Time: _____

To — Date: _____ Time: _____

List of Students

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

Requested By

Name/Title _____

Signature: _____ Date: _____

Approved:

_____ Date: _____

Vice President for Academic Affairs

CC: Instructor(s) of Record