

**Student Activity Event Notification**

Term/Year \_\_\_\_\_

It is the student’s responsibility to communicate with his/her instructor regarding absences due to college-related activities that coincide with regularly scheduled classes. This communication should occur within a time frame consistent with syllabus guidelines or within a minimum of 48 hours in advance of the missed class. This form is provided to assist student/instructor communication regarding an anticipated absence.

Directions: Submit to your classroom instructor(s) prior to your anticipated absence due to a college-related activity. Return completed form to your sponsor/coach before the event.

**Student Name:** \_\_\_\_\_

**College Sponsored Activity:** \_\_\_\_\_

**Sponsor/Coach Signature:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

Course	Expectations	Student Initials	Instructor Signature

I have communicated with my instructors regarding my college-related absence. I will meet expectations as outlined above.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**