



**OFFICE OF STUDENT AFFAIRS
OFFICIAL STUDENT EXCUSED ABSENCE FORM**

NOTE: SOAHS will only consider approval with the appropriate supporting documentation.

- Upon your return to campus, an official excuse form can be obtained for up to **5 business days** after the student's absence.
- A copy of the Official Student Excused Absence Form can be requested via email to **Varonia.walker@fam.u.edu** and copy **Yvonne.nelsonlangley@fam.u.edu**.
- Please complete this form in its entirety.
- All request for an official excuse made after the **5 business days** will be denied.

Student Name:	Student ID #:
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Current Mailing Address:

Home:	Mobile:	Email:
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Classification:	Major:	Advisor:
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Name of Professor(s)	Class(es) Missed	Class Meeting Day(s) Ex: M, T, W, R, F	Class Meeting Time(s) Ex: 8:00 am – 10:00 am

Excuse Date(s):
Prior to this request, provide the number of excused absences requested:
Prior to this request, provide the number of unexcused absences requested:
Note: SOAHS Students are allowed no more than three (3) excused absences per semester.

Explanation for Excuse Request:

Student's Signature:	Date:
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Notes:

- **If the student has tested positive for COVID with an at home test, the student must submit an official test result report, within 24 hours of the home test, in order to be approved for an excuse from the Dean's Office.**
- **Emergency circumstances will be reviewed by the SOAHS Office of Student Affairs on a case-by-case basis. Please contact Mrs. Varonia Walker for more information.**

Mrs. Varonia Walker	Office: (850) 412-5696	Email: <u>Varonia.walker@fam.u.edu</u>
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Mrs. Yvonne Nelson-Langley	Office: (850) 412-7123	Email: <u>Yvonne.nelsonlangley@fam.u.edu</u>
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