

Paradise Valley Community College
OFFICIAL ABSENCE EXCUSE FORM
For Use with Official College Activities

Official Absences (MCCCD Administrative Regulation 2.3.2.1A)

A. Official absences are those that occur when students are involved in an official activity of the college, i.e., field trips, tournaments, athletic events, and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate vice president or designee and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

This form must be presented by the student to all his/her instructors at least THREE DAYS BEFORE the official absence from class(es).

Form Completion Instructions

1. Have the college activity advisor sign the form and complete the activity information
2. Present this form to the instructor(s) for any classes that will be missed due to the official college activity
3. Make arrangements for class make-up work and have the instructor(s) sign the form
4. Return the completed form to the division chair/department director for final signature and record keeping prior to event departure

To Be Completed by Official Activity Advisor

Name: _____
(Last)
(First)
(Middle)

Official Activity Name: _____

Absence Class Start Date: _____ Time: _____

Return to Class Date: _____ Time: _____

Official Activity Advisor Signature: _____

To Be Completed By Instructor(s)

Class: _____ Instructor Signature: _____

Class: _____ Instructor Signature: _____

Class: _____ Instructor Signature: _____

Class: _____ Instructor Signature: _____

Class: _____ Instructor Signature: _____

Director/Division Chair for Official Absence Activity

Date

This form is to be returned to and kept on-file by the division or department responsible for the activity PRIOR to departure from the campus for the Official Absence Activity.