

COLLEGE OF VETERINARY MEDICINE
University of the Philippines Los Baños

EXCUSE FOR ABSENCE

Date: _____

The Dean
College of Veterinary Medicine
University of the Philippines Los Baños
College, Laguna 4031

Sir/Madam:

I would like to request that I be excused for my absence(s) from my class(es) indicated below on the following dates: _____.

I was absent because _____.

Very truly yours,

IMPORTANT:

1. Please attach necessary documents.
2. The excuse slip must be presented to the instructor(s) concerned not later than the second class session following the student's return.
3. Excuses are for time missed only. All work covered by the class during the student's absence should be made up.

(Student's Signature over printed name)

Student No.: _____

Degree: _____

APPROVED FOR THE DEAN:

College Secretary

SUBJECT	DATE OF ABSENCE	INSTRUCTOR'S SIGNATURE	
		LECTURE	LABORATORY

NOTE: The student must return this slip to the College Secretary's Office after all the instructors have signed, for file.

Received by: _____
(OCS Staff) Date

NOT VALID WITH ERASURES