REQUEST FOR AN EXCUSED ABSENCE

Student Name:_________________________________ TxState ID______________________
Print Name

Name of Organization__________________________________________________________

Event______________________________________ Date/Time_________________________

The above-named student will be involved in an officially-sponsored university event, and will be unable to attend the classes on the dates and times listed below. Please grant this student an excused absence for the class sessions indicated.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Instructor</th>
<th>Meeting Time</th>
<th>Dates of absence</th>
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This request must be signed by the advisor or director of the organization sponsoring this event.

________________________________
Signature, Advisor/Director

_____________________________
Please print

Full Name, Advisor/Director

Advisor e-mail__________________________ Phone #_______________ Date_______________

TO THE STUDENT:
Your absences during this university-sponsored function do not excuse you from completing all work associated with the classes that are missed. When you present this form to the instructor, you and your instructor should discuss the coursework for which you will be responsible upon your return. You are responsible for obtaining this information and completing the assignments in a timely manner. You or your instructor should keep the completed form to document your instructor’s approval of your request.

TO THE INSTRUCTOR:
To verify the authenticity of this request, please go to the website where you will find a listing of all officially-sponsored university events that have been registered. If an event is not listed, or if the form is not signed, this request may be invalid. Please reference UPPS No. 02.06.03 to review the official university policy. Questions may be directed to Student Involvement @ LBJSC at 512.245.3219.

________________________________
Signature, Instructor

_____________________________
Please print

Full Name, Instructor