



Student Officially Excused for College Activities

College Activity _____

Activity begins _____
Class Period and Date

Activity Ends _____
Class Period and Date

List names of students, last name first, in alphabetical order

| | |
|-----------|-----------|
| 1. _____ | 16. _____ |
| 2. _____ | 17. _____ |
| 3. _____ | 18. _____ |
| 4. _____ | 19. _____ |
| 5. _____ | 20. _____ |
| 6. _____ | 21. _____ |
| 7. _____ | 22. _____ |
| 8. _____ | 23. _____ |
| 9. _____ | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

| | | | |
|--------------------------------|--|------|--|
| Sponsor's Approval | | Date | |
| Immediate Supervisor | | Date | |
| Associate VP, Student Services | | Date | |
| VP, Instruction | | Date | |

Directions:

1. This form should be initiated electronically by the sponsor, approved by the sponsor's immediate supervisor or Department Dean and sent to the office of the Director of Student Services.
2. The Director of Student Services will send it to the office of the Vice President of Instruction five days before the college activity takes place.
3. The Vice President's office will e-mail the form to faculty and staff.