



## Absence Form

### Type of Absence

Please Tick one box

Past absence (*illness*)

Request for future absence

Past absence (*other*)

Please provide reasons and supporting documents

### Student Details

Family Name \_\_\_\_\_

Given Name \_\_\_\_\_

Student ID \_\_\_\_\_

Monash College  Monash University English Language Centre  Class:

Reasons  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Class/s missed \_\_\_\_\_

Dates of absence From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

AM:  PM:  Number of complete days missed:

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

### To Be Approved by Student Administration Team Leader

Approved/Not Approved \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

### Office use Only

Entered on attendance database \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

*The information on this form is used for the primary purpose of processing your request. Other purposes for collection include: correspondence, administrative matters, statistical analysis, compliance and legislative reporting requirements. If you do not complete all the questions on this form, it may not be possible to process your request. You have the right to access personal information that Monash College/MUELC holds about you, subject to legislation, by contacting the Monash College Group Privacy Officer on +(61 3) 9905 8262.*