



William R. Harvey Leadership Institute

Absence/Tardiness Notification

Student Name: _____

Date of Absence: _____

LEA Course #: _____
(Please list all courses if absence is for a mandatory event or multiple classes)

HU ID#: _____

Professor: _____

An original copy of the excused absence letter and form should be provided prior to your absence, if possible, but **must** be submitted **within 7 calendar days** following the absence.

Reason for Absence Tardiness (check one):**

**** Documentation must remain attached to this form. Form is not considered submitted and will not be processed if there is no supporting documentation attached.**

Student Signature:

Submission Date

Professor Signature: _____
(Required prior to submission unless absence/tardy is for a mandatory event)

Accepted

Not Accepted

Date

***Academic Coordinator:** _____
Accepted

Not Accepted

Date

***Deputy Director:** _____
Accepted

Not Accepted

Date

***Director:** _____
Accepted

Not Accepted

Date

* Only two signatures from this group is required to process form