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|  **Request for Absence & Make-up** |

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|  | **School** | **Instructor** | **Course****No.** | **Course Title** | Date of Absence | Remark |
| Mon/Date | Day | Time | Hour(s) |
| **Absence** |  |  |  |  | / |  |  |  |  |
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| Reason for Absence |
|  | School | **Instructor** | **Course****No.** | Course Title | Plan for Make-up |
| Mon/Date | Day | Time | Hour(s) | Classroom |
| **Make-up** |  |  |  |  | / |  | ~ |  |  |
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This request is submitted to notify the plan for an absence and make-up.

mm/dd/yyyy

Instructor : 　　　　　　　(Signature)