



**INSTITUTE OF AMERICAN INDIAN ARTS
PRE-ARRANGED ABSENCE(S) FORM**

PRE-ARRANGED ABSENCES

Students may request permission from their instructors to miss class sessions for appropriate reasons by using this Pre-Arranged Absences Form. Absences approved by the instructor will be considered "excused absences." Suitable reasons include student's documented illness, death in student's immediate family, tribal ceremony, and participation in Institute-approved activities.

Absences not considered excused include powwows, vacations, work, absences before and after holiday periods or Spring Break, and similar activities. Pre-arranged excused absences must be obtained beforehand using the appropriate form with signatures.

Please note that an instructor may deny a student's request for a pre-arranged absence. For Pre-Arranged Absences forms, please see the Retention Director in the Student Success Center.

Date: _____ Student ID # _____

Student Name: _____
Last, First

will be absent on: _____ for the following reason(s):
(Dates of Absence(s))

The instructor's signature below indicates these absences are EXCUSED.

Course #	section	Cr.	Course Title	Faculty Signature	Date of Excused Absence

Student Signature

Date

Student, please return this form to your Student Success Advisor in the Student Success Center.