



# Request for Excused Absence

1. Please complete electronically OR use pen and print
2. Attach backup documentation (i.e. Doctor's note, link to obituary, etc)
3. Send completed form and backup documentation to Michele L. Brown at [mlbrown@udel.edu](mailto:mlbrown@udel.edu) OR drop off to 141 P.S. DuPont Hall

**Please note: We can only inform professors of your situation. Professors are the only ones able to excuse an absence.**

Your Name (Last, First)

Student ID #

Major

# of Days Absent

First Date Absent

Last Date Absent

Reason for Being Absent