

Lake Forest College -- Office of Student Affairs

DOCUMENTATION OF REASONS FOR ABSENCE

- to be submitted to the Dean of Students Office (fax 847-735-6289) when a student must miss classes for reasons beyond his or her control
- students are responsible for making up all work that they miss even if the documentation is approved by the Dean of Students Office and the absence(s) is excused by the professors

Name _____		Today's date _____	
Room #/Street Address _____			
LFC mailbox # _____	e-dress _____	Cell Phone # _____	
LFC room ext. (if you use it) _____		Faculty advisor _____	

DATE(S) OF ABSENCE: \_\_\_\_\_

REASON FOR ABSENCE:

PERSONAL ILLNESS -- attach documentation from Student Health Center (date of visit: \_\_\_\_\_) or your physician

ACCIDENT -- attach police report

FAMILY EMERGENCY – describe and provide contact information so that we can confirm the emergency

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FULL NAME OF PROFESSORS NOTIFIED OR TO BE NOTIFIED (If other contact information is not provided faculty members will be emailed via their *lfc.edu* email address):

_____	_____
_____	_____
_____	_____

ARE YOU LEAVING CAMPUS? YES \_\_\_ NO \_\_\_

IF YES, WHERE WILL YOU BE STAYING? \_\_\_\_\_

WHEN DO YOU PLAN TO RETURN? \_\_\_\_\_

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To all students:

Classroom activities are an integral and important part of the learning experience. Students are expected, therefore, to attend all class meetings. Each individual faculty member establishes specific attendance policies that in his or her opinion are best suited to the course. Faculty members are required to publicize such policies to the class in writing at the beginning of the course.

**If you miss class** for any reason other than to participate in an event previously designated by the Dean of the Faculty as "College-approved," e.g., an athletic contest, **only the individual professor may "excuse" your absence. If a professor has deemed an absence "excusable," he or she may ask for verification of the reason you were absent. Not all professors require verification, so it's best to FIRST talk with your professor(s).** If, after speaking with your professor(s), any of them asks for verification, you must submit a completed *Documentation of Reasons for Absence* form (which is available for download at the Student Affairs section on MyForester), along with proof of the reason for your absence, to the Dean of Students Office in Rosemary House. After reviewing your documents an Associate Dean of Students will provide verification to your professor(s).

***The College discourages you from missing classes when you can avoid it.*** When you do so you miss out on important advances made in your absence and you cheat yourself out of the education that you, your parents, and/or the college is paying for. In addition, ***it will become problematic if you are forced to miss class later on due to illness or emergency.***

Go to

<http://myforester.lakeforest.edu/Portal/Portals/0/documentation%20of%20absence%20form.pdf> to download the form, *Documentation of Reasons for Absence*.

**Beth Tyler, Dean of Students**

Rosemary House

Office Hours: Tuesdays, 3:00 – 5:00 p.m.