

STUDENT DECLARATION OF ABSENCE

From required classes, test, exams or other coursework



TO BE COMPLETED BY THE STUDENT

The Royal Alberta College recognizes that you may experience short-term physical or mental health conditions, or other extenuating circumstances that may affect your ability to attend required classes, tests, exams or submit other coursework.

You can use this form to report when you miss or are late for required class participation, tests, and exams, or other college or school-specific program work. **You may not use this form for final coursework or exams, fieldwork, practicums (including work-integrated learning for credit), co-op work terms and internships, and labs.**

If you experience a short-term absence that is no longer than 3 consecutive days you must:

- Notify your instructor by email and;
- Submit this form to your instructor, or other authorized person, by email, on-line through Google Classroom, or in-person within three (3) days following your last day of absence.

Your Name	Student ID	School Email ID
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Date (yyyy/mm/day) of missed or late academic requirement	Type of missed or late academic requirement (i.e. class attendance, exam, paper, etc.)

By signing this form, I agree that:

- I can only submit this form two times (or the number of times defined by my instructor) for each course during an academic semester;
- I can only use this form for a short-term absence that is no longer than 3 consecutive days;
- this form does not provide me with an automatic exemption from any academic requirements that were missed or late during my absence;
- any alternate coursework arrangements for missed or late academic requirements are at the discretion of my individual course instructor(s);
- a record of this declaration will be kept on file and fall under the Freedom of Information and Protection of Privacy;
- if I knowingly provide “false information and identification” with this declaration, I have committed academic dishonesty and am subject to discipline

Your Signature	Today’s Date (yyyy/mm/dd)
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The Student Declaration of Absence form may be shared with other instructors, faculty members, and faculty administrators within the college to the extent that such disclosure is necessary to maximize support of students in successful completion of academic requirements.