

DATE: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_

**PLEASE NOTE: Please submit one form for each absence period e.g. 27/11/16 or 29/11/16 – 30/11/16**

**PATHWAY STUDENTS:** Complete form with signature of ALL lecturers on absence date(s) and return to ECC Welcome Centre. Lecturers must acknowledge sighting this form before approval is granted by ECC Admin.

**INSTRUCTIONS:**

- Use this form EVERY TIME you are absent from class.
- If a form is NOT SUBMITTED your absence will be shown as UNEXPLAINED in the portal.
- Staple medical certificates (MC) to this form before submitting to ECC Welcome Centre
- If you are absent for more than 1 week, complete the form and make an appointment with Student Counsellor
- Return to WELCOME CENTRE WITHIN 3 DAYS after absence (unless otherwise approved)

FAMILY NAME: \_\_\_\_\_ OTHER NAMES: \_\_\_\_\_

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

**REASON FOR ABSENCE:**

SICK/UNWELL: Medical Certificate/s attached

OTHER: For personal matters or extended absence make an appointment with the Student Counsellor

**COMMENTS / ADDITIONAL INFORMATION:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Pathway students please ensure each lecturer has completed one of the boxes below...*

UNIT 1 MISSED

UNIT CODE: \_\_\_\_\_ UNIT NAME: \_\_\_\_\_ LECTURER: \_\_\_\_\_

**OFFICE USE ONLY:**

Lecturer to acknowledge/sign: \_\_\_\_\_ DATE: \_\_/\_\_/\_\_  
 (STAFF MEMBER)

PROCESSED  SIGNED: \_\_\_\_\_ DATE: \_\_/\_\_/\_\_

UNIT 2 MISSED

UNIT CODE: \_\_\_\_\_ UNIT NAME: \_\_\_\_\_ LECTURER: \_\_\_\_\_

**OFFICE USE ONLY:**

Lecturer to acknowledge/sign: \_\_\_\_\_ DATE: \_\_/\_\_/\_\_  
 (STAFF MEMBER)

PROCESSED  SIGNED: \_\_\_\_\_ DATE: \_\_/\_\_/\_\_

UNIT 3 MISSED

UNIT CODE: \_\_\_\_\_ UNIT NAME: \_\_\_\_\_ LECTURER: \_\_\_\_\_

**OFFICE USE ONLY:**

Lecturer to acknowledge/sign: \_\_\_\_\_ DATE: \_\_/\_\_/\_\_  
 (STAFF MEMBER)

PROCESSED  SIGNED: \_\_\_\_\_ DATE: \_\_/\_\_/\_\_