

Appendix 1. Excused Absence Request Form

Students who have more than three unexcused absences will be dropped from the course/project. If the student wants to apply for an excused absence, he/she must fill out this Excused Absence Request form, get it signed by their parent/guardian, scientist, their teacher of record, and the program director one week before the absence date. To obtain the signature of the program director, students need to submit the form to their Education RA after they have obtained the signatures from their scientist, parent/guardian and teacher of record. The Education RA will give the form to the program director for approval. If the request is approved by the program director, a scanned copy of the approval will be emailed to the student, the scientist, and the teacher of record.

Student Name:	
Student ID:	
Date of Absence:	
Lab:	

1. What is the reason for your absence?

2. Why is this event important to you?

3. What efforts did you make to try to accommodate your schedule?

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Scientist (UTEP faculty) Name: _____

Scientist Signature: _____ Date: _____

Teacher of Record Name: _____

Teacher of Record Signature: _____ Date: _____

Program Director Name: _____

Program Director Signature: _____ Date: _____