

Student Absence Excuse Letter

Date submitted:

Excuse letter provided to:

STI College- Munoz EDSA

Absence Information

Student Name(s):

Student ID Number(s):

Grade(s) or Class(es):

Professor:

Mr. Wilson Morano R.T, MPA

Type of Absence:

Illness or health reasons Vacation Bereavement Other (see below)

Has been absent from:

To:

Additional comments and/ or study plan while absent:

[Type additional comments or reasons for student absence here. Type study plans and materials needed for student(s) during this time.]

Parent or Guardian Contact Information:

Phone:

Mobile:

E-mail address:

Mailing address:

Parent signature

Date

Parent signature (if needed)

Date

Guardian signature

Date