

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
GRADUATE SCHOOL
College, Laguna

EXCUSE FOR ABSENCE

Date: _____

The Dean
Graduate School
University of the Philippines Los Baños
College, Laguna

Dear Sir/Madam:

I am requesting that I be excused for my absence from class/classes on the following dates:

due to the following:

Very truly yours,

(Signature above printed name)

Student No: _____

Degree Program: _____

Major Field: _____

APPROVED/DISAPPROVED (For the Dean):

MARK DONDI ARBOLEDA
College Secretary

SUBJECTS	Date Absences were Incurred	Professor's Signature	
		Lecture	Laboratory

Note to Student:

- All absences due to illness must be reported to the UPLB Health Service (UHS) and a Medical Certificate from the UHS must be attached to this form.
- Excuse slip must be presented to professor(s) concerned not later than the second class session following student's return.
- Return this slip to the Graduate School after all professors have signed.