NEW MEXICO HIGHLANDS UNIVERSITY®

Absence Notification Request Form

Submit to Dean of Students Office
261 Felix Martinez Building || 800 University Avenue, Las Vegas, NM 87701

Student Name: _____

Student ID#: _____

Date(s) of Absence(s): _____

Associated Course(s) and Faculty Member(s):

Class Name	Class Meeting Day/Time	Instructor/Instructor's E-mail
Class Name	Class Meeting Day/Time	Instructor/Instructor's E-mail
Class Name	Class Meeting Day/Time	Instructor/Instructor's E-mail
Class Name	Class Meeting Day/Time	Instructor/Instructor's E-mail
Student Employment Work Site	Date/Time Missed	Supervisor/Supervisor's E-mail

Reason for Absence:

(Please Attach Supporting Documentation, i.e, Doctor's Note, Jury Summons, Conference Agenda, etc.)

Acknowledgment of Class Attendance Policy Review

I, the undersigned, have read and understood the NMHU Class Attendance Policy. I attest that the information listed in this form, as well as supporting documentation submitted, is in accordance with the class attendance policy. In addition to this formal request to the Dean of Students Office, I have communicated the absence to course instructor(s) and understand that it is up to faculty to make accommodations.

Student Signature	Date