



Absence Memo  
67 George Street  
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E-Mail: [absencememo@cofc.edu](mailto:absencememo@cofc.edu)

Note: This does NOT authorize an excused absence. Only your professor can excuse you from class.

## ABSENCE MEMORANDUM REQUEST

**(PLEASE PRINT)**

(Notification is sent by e-mail to professors of **All** enrolled courses)

**TERM:** \_\_\_\_\_

Student's Name: \_\_\_\_\_  
Last First Middle

Student ID: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ @Edisto.cofc.edu

Dates Missed: \_\_\_\_\_

You must have proper documentation.

**WITHOUT DOCUMENTATION YOUR REQUEST WILL NOT BE PROCESSED!**

(Examples of Documentation: Verification from court or military; dated repair receipts; medical notes, etc)

Please complete if absence is related to a death of a family member or close friend.

Name of deceased: \_\_\_\_\_

Date of the funeral services: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

City and state where the funeral services were or will be held: \_\_\_\_\_

Date of death: \_\_\_\_\_

Name of Local Newspaper where obituary might be found:  
\_\_\_\_\_

**STUDENT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

The information I have given above is complete and true. I understand that falsified information is a violation of the **Honor Code**.

**PLEASE NOTE THAT ALL ABSENCE NOTES ARE PENDING APPROVAL OF THE ASSOCIATE DEAN OF STUDENTS**

FOR OFFICE USE ONLY

Deans Approval/Date: \_\_\_\_\_

Card Sent: \_\_\_ Postcard

Letter No: \_\_\_ 1 (Wellness Ctr) \_\_\_ 4 (Hospital)

Sent By/Date: \_\_\_\_\_

\_\_\_ Postcard; ext absence;  
See a Dean

\_\_\_ 2 (Own Phys) \_\_\_ 5 (CARE)

Notes:

\_\_\_ Sympathy

\_\_\_ 3 (Death) \_\_\_ 6 (Other)

\_\_\_ Get Well

\_\_\_ *doc*  
\_\_\_ *undoc*