Absence Form

Section A: Type of Absence

Please tick one Box

☐ Past Absence (illness)  ☐ Request for future absence
☐ Past Absence (other)  

Please provide reasons and supporting documents

Section B: Student Details

Student ID: 

Family Name: 

Given Name: 

Monash College Diplomas  Monash University English Language Centre  Class: 

Reason(s): 


Class(es) missed: 


Date of absence:  From   /   /   To  /   /   

AM:  PM:  Number of complete days missed:  

Signature:  Date:  

Section C: To be approved by Manager, Student Administration

☐ Approved  ☐ Not Approved

Signature:  Date:  

Office Use Only

Entered on attendance database:  ☐ Yes

Processed by:  Date:  

The information on this form is used for the primary purpose of processing your request. Other purposes for collection include: correspondence, administrative matters, statistical analysis, compliance and legislative reporting requirements. If you do not complete all the questions on this form, it may not be possible to process your request. You have the right to access personal information that Monash College holds about you, subject to legislation, by contacting the Monash College Privacy Officer via email: privacy@mcpl.edu.au