

## Absence Form

### Section A: Type of Absence

Please tick one box

- |   |  |
|---|--|
| <input type="checkbox"/> Past Absence (illness) | <input type="checkbox"/> Request for future absence    |
| <input type="checkbox"/> Past Absence (other)   | <i>Please provide reasons and supporting documents</i> |

### Section B: Student Details

Student ID: 

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Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Monash College Diplomas  Course Name/Code: \_\_\_\_\_

Monash University English Language Centre  Class: \_\_\_\_\_

Monash University Foundation Year  Course Name/Code: \_\_\_\_\_

Reason(s): \_\_\_\_\_  
 \_\_\_\_\_

Class(es) missed: \_\_\_\_\_  
 \_\_\_\_\_

Date of absence: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

AM:  PM:

Number of 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. Information can be found in the Student Privacy Collection Statement at [http://www.monashcollege.edu.au/\\_data/assets/pdf\\_file/0014/15008/mc-student-privacy-statement.pdf](http://www.monashcollege.edu.au/_data/assets/pdf_file/0014/15008/mc-student-privacy-statement.pdf) on how to obtain your personal data, modify your details, or how to make a request to stop receiving information from us. 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@monashcollege.edu.au](mailto:privacy@monashcollege.edu.au)