**Request for Excused Absence Form**

In order to receive an excused absence that results in no disciplinary action please fill out this form and send it to Allison Losco ([alosco@kent.edu](mailto:alosco@kent.edu)) for approval. Please try to send this in no later than a week before your absence. You will be notified when your request has been approved.

**Name:**

**Event\*:**

**Event Date:**

**Reason for Absence\*\*:**

\*Note that Initiation, The Operation October Banquet, and Spring Philanthropy are all non-negotiable and will require an emergency situation to qualify for an excused absence.

\*\* You must write in a valid reason in order to receive approval. This includes, but is not limited to: Illness, death in the family, event for another university sponsored organization, military obligations, MCAT related events, etc.