

STUDENT ABSENCE REQUEST

PART 1 (To be completed by student)

1. Name / Rank:		2. Box Number:
3. Dates / Times of Absence:	From:	To:
TDY / Leave Address:		TDY / Leave Phone Number:
Leave / Pass Form Attached: <input type="checkbox"/>		TDY Form Attached: <input type="checkbox"/>

Purpose for Absence (If SRP Travel, see note 4, Part II on reverse):

Classes / Lectures to be missed (Date, Lsn #, Lsn Title):

Signature of Requester:	Date:
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PART II (To be completed by FIs, FA and appropriate academic department)

1. FACULTY INSTRUCTORS:

- Class / Lecture:
- a. Recommendation: Concur Nonconcur FI Date / Sign:
- Class / Lecture:
- b. Recommendation: Concur Nonconcur FI Date / Sign:
- Class / Lecture:
- c. Recommendation: Concur Nonconcur FI Date / Sign:

2. FACULTY ADVISER RECOMMENDATION:

Concur/Approved Nonconcur/Disapproved Date / Sign:

3. DIRECTOR INTERNATIONAL FELLOWS PROGRAM RECOMMENDATION:

Concur/Approved Nonconcur/Disapproved Date / Sign:

4. DEPARTMENT CHAIRMAN RECOMMENDATION:

Concur/Approved Nonconcur/Disapproved Date / Sign:

IF ABSENCE IS MORE THAN 4 ACADEMIC HOURS

5. DEAN'S RECOMMENDATION:

Concur/Approved Nonconcur/Disapproved Date / Sign:

IF DISAPPROVED, APPEAL AUTHORITY IS DEPUTY COMMANDANT

6. DComdt's Recommendation:

Approved Disapproved Date / Sign:

**INSTRUCTIONS FOR COMPLETING CBKS (AWC-ADMIN) FORM 626-R-E
(STUDENT ABSENCE REQUEST)**

PART 1 (To be completed by student)

1. NAME/RANK: Self - explanatory

2. BOX NUMBER: Self - explanatory.

3. DATES / TIMES OF ABSENCE: The expected hour and date of departure to the expected hour and date of return, e.g. 0800 8 Apr YR to 1630 12 Apr YR. If appropriate, note attachment of a leave form (DA Form 31), a TDY form (DD Form 1610), or whether the DA Form 31 is a pass. Provide TDY / leave address & phone number.

4. PURPOSE OF ABSENCE: Provide detailed reason for the requested absence..

5. CLASSES / LECTURES TO BE MISSED: Provide a listing by date, lesson number, and title of all academic events to be missed. Consult the planning calendar in Room B04 for events occurring outside the range of printed calendars.

6. SIGNATURE OF REQUESTOR/DATE: Self - explanatory.

PART II (To be completed by FIs, FA and appropriate academic department)

1. FACULTY INSTRUCTORS: FI's should note concurrence/nonconcurrence, classes/lectures missed, and, if appropriate, impact of absence on academic progress and/or make up of work.

2. FACULTY ADVISER: Absences of 1-4 hours, approve/disapprove and retain form. If more than 4 hours concur/nonconcur and return form to student. International Fellows will take form to Director IFP for concurrence. All military and civilian students will take form to Department Chair.

3. DIRECTOR INTERNATIONAL FELLOWS PROGRAM: Absences up to 1 day, approve/disapprove and retain form. If more than 1 day concur/nonconcur and return to student to take to Department Chairman.

4. DEPARTMENT CHAIRMAN:

a. Recommendation of absence must be granted by the Department Chairman sponsoring the course during which the absence will occur (ie., DCLM Chmn during Course 1). If the absence involves missing instruction from more than one teaching department, the Department Chairman of the student's FA must concur rather than both Department Chairmen.

b. Leave or TDY forms may be obtained from XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

NOTE: OTHER SERVICE STUDENTS MUST FIRST COORDINATE WITH THE OFFICE OF THE SENIOR SERVICE REPRESENTATIVES, ROOM C332.

c. The form will be returned to the student. A copy of the approval with the original DA 31 and/or copy of TDY orders must be provided to HRD for accountability.

SRP TRAVEL ONLY. The following rules apply:

- a. See the Director of Communicative Arts before proceeding further.
- b. Follow the TDY guidance in the Communicative Arts Directive.
- c. Student should take the approved absence request form to the SRP Project Adviser for preparation or the TDY travel orders (DD1610).