

Absentee Notification Requirements

The Student Absentee Notification Request Form is intended for circumstances beyond a student's control, such as medical or family emergencies or crime victimization. If you need to miss class for a non-emergency reason, notify your professors of your absence directly.

Absentee Documentation

The Dean of Students Office requires documentation of the reason for the absence in advance when possible, and shortly after the absence when advance notice is not possible.

ABSENTEE NOTIFICATION

NAME:

ID#:

EMAIL:

DATE(S) ABSENT:

REASON:

LIST THE PROFESSOR(S) TO CONTACT



Dean of Students • 801 Leroy Place • Socorro • New Mexico • 87801
Telephone: 575.835.5187 • Fax: 575.835.5899 • email: deanofstudents@nmt.edu

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