

ABSENCE REQUEST

DEPARTMENT OF ROMANCE LANGUAGES

THE UNIVERSITY OF GEORGIA

This form must be submitted at least one week in advance.

Traveler's name:

Course(s) taught:

Period(s):

Dates to be absent from campus:

Classes missed:

Nature of business:

Name of the person who will handle your class while you are absent:

Signatures:

Traveler's Signature/Date

Language Coordinator/Date

Department Head/Date