



**Central Alabama Community College
Request for Club or Organization
Excused Absence Form**

Excused Absence Forms should be completed at least 10 working days in advance of the planned activity and 4 weeks in advance if the activity requires out-of-state travel.

Campus or
Location _____

Organization Sponsoring Activity _____

Type of Activity Date of Activity _____

Location of Activity* _____ Time of Activity _____

Student Attendees (List names and student ID numbers and attach additional sheets if necessary):

_____	_____
_____	_____
_____	_____
_____	_____

Name of Advisor(s) Participating with Students _____

Organization/Club Sponsor _____ Date _____

Dean of Students _____ Date _____

Dean of Instruction _____ Date _____

**ACTIVITIES ARE NOT APPROVED UNTIL SIGNED FORM IS RECEIVED BY
ACTIVITY SPONSOR.**