ACCEPTABLE FORMS OF DOCUMENTATION FOR ATTENDANCE APPEALS

PLEASE NOTE THE FOLLOWING:

- All documentation should include dates that correspond with absence(s).
- Submitting “acceptable documentation” does not guarantee approval. The Appeals Committee will determine whether the documentation sufficiently supports the appeal request.

Childcare
- Copy of school calendar
- Note from child’s doctor, dentist, etc.
- Note from usual caregiver stating they were unable to watch child.

Events and trips
- Copy of plane/bus/train itinerary or invoice
- Copy of badge (for convention and/or conferences)
- Invitation for event
- Time-stamped photo of the event (with student present)
- Email correspondence regarding plans
- Funeral: obituary, death certificate, or program from services
- Note from parent, roommate, significant other

Housing
- Eviction notice
- Notice.note from landlord
- Receipt from movers or truck rental

Illness, medical issues, mental health issues
- Note from mental health or medical professional
- Hospital admittance or discharge papers
- Appointment card
- Signed note with contact information from individual who witnessed student’s illness (parent, roommate, significant other)

Illness, medical issues, mental health issues cont.
- Copy of email(s) sent to instructor informing him/her that student will be absent
- Dated receipts for medication to treat illness
- Copy of prescription

Legal
- Jury duty notice
- Court notice
- Police officer business card
- Police report
- Note from attorney, government agency, etc.
- Paperwork from legal proceedings

Transportation issues
- Receipts from mechanic, tow truck, body shop
- Photos of accident/damage
- Police accident report
- News report indicating traffic or road conditions
- Bart/bus schedule indicating no transportation available
- Note from parent, roommate, significant other

Work
- Copy of work schedule
- Note/email from employer
- If self-employed: invoice/email correspondence with client