

**UNIVERSITY OF ARKANSAS
PAT WALKER HEALTH CENTER**

Explanatory Statement for Absence from Class

The Pat Walker Health Center shares the common goal with the University of Arkansas to have students attend class in a state of good health. If an illness prevents a student from attending class for an extended period of time, the dean of students will be notified with the student's permission. ***However, it is the responsibility of the student to contact his/her instructors ahead of their scheduled class times to inform them of their illness and reason for absence.***

The following serves as a resource for addressing an absence from class. **This is not designed to be an excuse form to submit to instructors, simply an aid on how to inform them and what information to provide.**

1. Student name _____

2. Department, course and section _____

3. Date(s) of absence _____

4. Reason for absence _____

5. In case of absence due to illness, answer the following:

(a) Did you visit the Pat Walker Health Center (PWHC)? *

 ☐ Yes ☐ No Date seen _____

(b) Did you call and receive advice from a triage nurse at the PWHC? *

 ☐ Yes ☐ No Date of call _____

I certify that the above facts are true to the best of my knowledge and belief and I understand that I subject myself to disciplinary action in the event the above facts are found to be falsified.

Student Signature

Date

** Please Note: The Pat Walker Health Center or any other healthcare facility cannot release protected health information (which includes dates and times our services are utilized) due to federal regulations relating to health care privacy.*

Communication Tips for Missing Class

Informing your instructors that you need to miss class can be stressful, especially if you have a contagious illness. Use the following tips to help you communicate with your instructors.

Check your syllabus. Often times your instructor may have a class policy regarding missing class. Make sure to check your class syllabus for specific instructions before contacting them.

Inform ASAP. Ideally, you should email or call your instructor before your scheduled class. If you are unable to, make sure to contact your them as soon as possible.

Be professional and respectful. Offer a concise explanation without going into personal details. Ask whether you may stop by their office during office hours to pick up any handouts.

Tell the truth. Life happens, so it's best to be honest with your instructor if you need to miss a class. Remember to share only what you feel is appropriate for them to know, and what you are comfortable sharing.

Be clear and concise. Don't spend pages explaining and justifying your absence. Getting straight to the point helps your instructor better understand your current situation.

Be prepared to do the work. If you've missed an assignment or a test, you better be prepared to do the work — and generally under more difficult circumstances.

Take responsibility and be accountable. Never ask if you "missed anything important." Most instructors feel class time itself is important. If possible, hand in assignments beforehand, by email (and offer to hand in a hard copy when you're back in class). It's always a good idea to have an "absent buddy" so you can get updated on what you missed, or have an assignment handed in on-time.

Use proper etiquette and grammar. Don't throw etiquette out the window over email. You can get in your instructor's (and later, your employer's) good graces by politely and appropriately writing to that person. Here are some quick pointers:

- Always start with a, "Hello/Dear Professor/Instructor."
- Request — don't demand — whatever you need
- Thank your instructor at the end and sign off with your name.
- PROOFREAD!

Example:

Hello Professor [Last Name],

I wanted to let you know that I will not be attending class as I have come down with the flu and am running a high fever. I understand attending class is important, which is why I have already spoken with a fellow classmate, and plan on meeting with them to review what I have missed once I am no longer contagious. I would also appreciate stopping by your office hours once I am feeling better to ask questions on the missed material I do not fully understand.

Also, please find attached an electronic version of my assignment for tomorrow. I have already sent this to a classmate, and they will turn-in a hard copy for me as well.

*Thank you so much for your understanding,
[your name]*