|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date:** |  |  | **Email address:**  |  | **@student.faytechcc.edu** |
| **From:** |  |  |  |
|  | **Print Student’s Name** | **Student Datatel #** |
|  |  |  |
| **To:** | FTCC Director of Evening & Weekend Programs - HOS 610-F/G  |

I understand that in accordance with its policy, the FTCC “Board of Trustees grants each student ***two days of excused absences per academic year*** for religious or other solemn observances.” Please consider this as my written notification for absence, submitted as required and ***within two weeks of the beginning of any class and/or course*** in which I am enrolled, on the following date(s):

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| --- | --- | --- | --- |
| 1) |       | 2) |       |

By signing below, I certify that the excused absences requested are for a religious or other solemn observance. Further, I acknowledge that I am responsible for any missed assignment, test, exam or other work and that if I fail to complete the work after a reasonable opportunity is given, my instructor(s) may withhold all credit for the missed work.

I understand that excused absences taken for religious or other solemn observances will be counted as absences for the purpose of determining whether I exceed the number of absences permitted by College policy.  I acknowledge that College policy allows the College to withdraw a student from a class when the student's absences, including excused absences, exceed 10 percent of scheduled class meetings for any developmental course and 20 percent of scheduled class meetings for any curriculum course.

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| Student’s Signature |  | Date |

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| **Date:** |       |  |
| **From:** | FTCC Director of Evening & Weekend Programs |
|  |  |  |
| **To:** |       | @student.faytechcc.edu |  | Student Datatel # |       |

\_\_\_\_ Your notification has been received in accordance with the policy of FTCC.

\_\_\_\_ Your notification has ***not*** been received in accordance with the policy of FTCC.

It will remain on file from today’s date through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.