



Excused Absence Form

Student's First Name _____ Student's Last Name _____

Date Missed _____ Class Missed _____

Reason for Absence _____

Signature _____ Date Submitted _____

All forms must be completed and handed into the NBBS Office of the Dean no later than 10 days after the absence date. Failure to submit this form on time will result in the absence made permanent.

Excused Absences:

Death in one's immediate family and/or associated funeral arrangements.

Personal Medical Emergency or Medical Emergency for an immediate family member. As to the justification for the application of the Excused Absence, the Office of the Dean will make the final determination, the decision of which offers no recourse.

Office Use Only

Excused Absence Approved: YES _____ NO _____

Reason Why _____

NBBS Staff _____ Date _____

Pastor _____ Date _____