

**GLENDALE COMMUNITY COLLEGE • OFFICIAL ABSENCE EXCUSE  
FOR USE WITH OFFICIAL COLLEGE ACTIVITIES**

TO BE COMPLETED BY ADVISOR/COACH/INSTRUCTOR

This card must be presented by the student to all his/her instructors at least  
THREE DAYS BEFORE official absence from class.

\_\_\_\_\_  
(Name of Student) Last First Middle

Official Activity: \_\_\_\_\_

Release student beginning Date: \_\_\_\_\_ Time: \_\_\_\_\_

Student will return to class Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_  
Advisor/Coach/Instructor Signature

This card must be returned to the office of Student Life before  
departure from campus for the scheduled event.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(signatures of instructors)

\_\_\_\_\_  
Associate Dean of Student Life

Date Returned: \_\_\_\_\_