

**REQUEST FROM INSTRUCTOR TO WITHDRAW A STUDENT
FOR NON-ATTENDANCE**

I request the Records Office withdraw the following student:

Student Name _____ ID# _____

From the following class because of excessive absences:

Course ID #	Course Title	Credit	Time	Days	Absences

Last Date of Attendance _____

Instructor Name _____ Date _____

No withdrawal is final until this form is processed by the Records Office

Processed _____ Date _____
by Rev 1-28-2016