

# Student Absence Request Required Documentation Guide

**Required Documentation:** Written content that substantiates a circumstance by providing objective facts and information pertaining to the request and timeframe. Documentation must reasonably identify the student and relation to the context of the absence notification request. Documentation should be submitted on appropriate letterhead and include the signature of the provider or relevant party. Required documentation is not typically shared directly with instructors but rather used by the Dean of Students Office (DOS) to evaluate the request and engage with the instructor regarding the absence.

Students may reference the [Student Engagement with Instructors Guide](#) for tips on how to effectively and appropriately communicate with instructors regarding absences.

**An absence notification does not excuse a class absence.** Each faculty member determines if an absence is excused and if adjustments can be provided, except in instances required by law or by Equity and Title IX provisions. Absence notifications may be provided for extenuating circumstances of three or more consecutive days, with required documentation, and when the nature falls within one of the following categories.

**Extenuating Circumstances Defined:**

- Absence is necessary for three or more consecutive days.  
AND
- Is for a Health-Related (short-term, not long-term or chronic), Grief or Bereavement, Military Training, Jury Duty, or Official University Affiliation absence (intercollegiate athletes, academic national conference with University sponsorship, etc.)

### **Health-Related:**

Emergent, short-term, health related absences may involve visits to an emergency room, hospitalization, or surgery. These requests do not pertain to long-term or chronic issues as those should be discussed with Student Health Services and Student Accessibility and Testing. Required documentation for health-related absences does not need to include explicit details or diagnoses.

- Letter/note from doctor (primary care physician, dentist, physical therapist etc.), doctor's office, or emergency room.
  - For any documented medical emergency in which you were seen or treated by a medical office or professional, no diagnosis needed in documentation.
- For short-term health or illness like COVID or flu, you may submit:
  - Medical provider memo stating your circumstance, needs and dates.
  - Paperwork of lab results with provider request.
  - Photo of the home-testing kit with your name and date displayed.
  - Written communication from S&T Student Health Services.
- Immediate Family Member Health Emergency - when affected by the health emergency of a family member and time away is necessary.
  - Doctors note, police report, parent discussion, etc.

### **Grief and Bereavement:**

Required documentation should make clear the name of the departed family member and the date of their service for students seeking to document the absence due to a death in the family.

- News article
- Death certificate
- Funeral pamphlet, eulogy, or obituary (paper or online).
- Prayer Card
- Document from spiritual leader/house of worship, etc.

### **Military Training:**

Required documentation includes copies of military orders, memorandums of record, documentation from a commander, or official government request for service with your name and specific dates/timeframe for training. Additionally, please provide a copy of the training schedule that includes your name and the dates that correspond with your request for dates of absence. *\*The University is required by law to provide excused absences without penalty for validated military training.*

### **Jury Duty:**

Required documentation includes the jury notice and court summons with your name, location, and specific dates/timeframe for service in a criminal or civil matter. *\*The University is required by law to provide excused absences without penalty for validated jury duty.*

### **Official University Affiliated Activity:**

Students are required to submit documentation from their faculty or staff sponsor regarding any official University activity such as participation in academic or experiential competition, field trips as part of a course, design team, or degree program, intercollegiate athletic competition, band, or serving as a delegate for regional or national conference. This may also include other university-sponsored events endorsed by a student success or academic department, instructor, or faculty advisor or for participating in University-related business (e.g., student representative attending meetings related to University governance, serving on official committees or hearing panels, etc.).

*For questions or concerns visit the [student absence webpage](#) or contact the Dean of Students Office – [dos@mst.edu](mailto:dos@mst.edu) or 573-341-4209.*