



Student Leave for College and High School-Related Activity Form

Students taking Alexandria Technical and Community College classes are expected to attend all scheduled classes unless a leave of absence has been approved. Please use this form to submit a leave of absence for a college or high school-related activity following the following ATCC Procedure.

ATCC Procedure 3.11.1 Student Leave for College-Related Activities

Students enrolled at Alexandria Technical and Community College and who participate in college-related activities or approved instructor-generated field trips shall be excused from missed classes without penalty, provided they follow the established procedure described below. This also applies to Postsecondary Enrollment Options (PSEO) students participating in high school-related activities.

Students Responsibility:

At least one week prior to the absence(s), or as soon as reasonably possible due to unexpected changes (e.g., weather), it is the student's responsibility to contact each of their instructors and submit Part A of the Student Leave for College and High School-Related Activity form. Students will collaborate with instructors to develop a plan for completing the missed work. Instructors may require make-up work to be completed prior to the absence. The student is responsible for all work missed during the approved absence period, and bears responsibility for engaging with and mastering material outside of class, sometimes on their own. The student must keep the form for documentation purposes once it is returned by the faculty.

Instructors Responsibility:

After the student submits the Student Leave for College or High School-Related Activity form to notify the instructor, the instructor will sign the form and make the appropriate arrangements for missed work to be completed, to the extent possible. It is understood that classroom experiences cannot be replicated and that alternative learning assignments will be provided. It is at the discretion of the instructor to allow arrangements to be made for missed work if this form is not submitted prior to the excused absence(s). The instructor will complete Part B of the form and return it to the student.



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PART A: To be completed by the student

Today's date: _____

StarID: _____ First and Last Name: _____

Name of activity: _____

Date(s) of activity: _____

Time(s) of activity: _____

Contact person (coach, club advisor, instructor) _____

Plan for makeup: _____

Course title _____

Current grade in course: _____

PART B: To be completed by the faculty

Student notified me a week in advance to the activity or as soon as possible ____ (initial)

Student has a plan for makeup ____ (initial)

Faculty signature (electronic signature option): _____

Date: _____

Summary of makeup plan/comments/concerns: _____
