**Class Absence Form 2018-2019**

**Attendance**

TALH is a Texas legislative program and TALH funding is contingent on demonstrated attendance. Although professors may have absentee policies, TALH **requires** students to attend all classes. Regular and punctual attendance is required of all TALH students, regardless of a course instructor’s specific attendance policy. Faculty members submit monthly attendance reports to TALH administration. Students not attending classes risk disciplinary consequences, the loss of scholarships, and removal from the program. **All absences must be reported in writing by the student to Mrs. Colichia within three (3) days of the absence. Absences not reported to Mrs. Colichia within 3 days will be recorded as UNEXCUSED.**

In case of severe illness, all students are requested to report to the Health Center for treatment. If a student misses class because of severe illness, he/she must present a dated health center pass to Mrs. Colichia within three (3) days to avoid disciplinary action. **Excessive and/or UNEXCUSED absences will be referred for disciplinary action and may result in dismissal from the program.**

**This form must be submitted to the TALH Office at** [**texas.academy@lamar.edu**](mailto:texas.academy@lamar.edu) **any time you plan to miss a class or have missed class for any reason. If absence is due to an illness, form must be submitted within three (3) days of absence. NOTE: A copy of this form will be sent to the parent(s) on file after receipt by the TALH Office.**

**First name:** Click here to enter text.

**Last name:** Click here to enter text.

**Date of report:** Click here to enter text.

**Student email:** Click here to enter text.

**Student cell number:** Click here to enter text.

**List date(s), time(s), class(es) of absence:**

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

**Reason for absence:**

Click here to enter text.

**Additional information:**

Click here to enter text.