

## Class Absence Form 2019-2020

### 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) class days of the absence. Absences not reported to Mrs. Colichia within 3 class 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) class 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) class 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:**

**Last name:**

**Date of report:**

**Student email:**

**Student cell number:**

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

**Reason for absence:**

**Additional information:**