Subject: **Notification of Absence** (*sent only to student*)

RE: Alex Smith, Student

ID# 0123456

Dates of Absence: 09/01/2019

Dear Alex:

Thank you for contacting the Dean of Students Office regarding your absence(s) from class. Unfortunately, without documentation your absence will not be excused. You are welcome, however, to share this email with your instructors to notify them of your absence.

You are responsible for contacting your instructor(s) directly to provide additional information and discuss a plan, if appropriate, to make up any missed information and/or coursework.

The Dean of Students Office understands that not all absences can be supported by documentation. Please contact our office if you would like to discuss further your circumstances with one of the Associate Deans, as there may be other options or resources available to support you through this time.

The faculty handbook provides guidance on excused or unexcused absences and attendance policies. The policy may be found in the Faculty Handbook or at: <http://www.uwosh.edu/registrar/policies/attendance-policy>.

If you do not wish to meet, please consider the following resources available on campus:

* [Accessibility Center](https://www.uwosh.edu/deanofstudents/Accessibility-Center)
* [Counseling Center](https://www.uwosh.edu/couns_center)
* [Student Health Center](https://uwosh.edu/studenthealth/)
* [Sexual and Interpersonal Violence Coordinator](https://www.uwosh.edu/care/how-to-care/resources-for-help)

Be well,

Dean of Students Office Team