



6501 South 19th Street
Tacoma, WA 98466
www.tacomacc.edu

**Student Faith and Conscience
Absence Notification Form**

Office Use Only
Not Valid Without Official Stamp

Per RCW 1.16.050 and Substitute Senate Bill 5173 absences occurring under this policy shall not adversely impact a student's grade.

Instructions:

- As a student, it is your responsibility to work with your instructors
- Submit the completed Absence Notification Form to the Enrollment Services Office, Tacoma Campus/Bldg. 7 or to the Administrative Office at the Gig Harbor Campus prior to absence. Students taking online courses must notify their instructor via Canvas and Enrollment Services of date of absence via email at enrollmentservices@tacomacc.edu.
- This requested day will be recorded as an absence and documented by Enrollment Services. If the day is rescinded, it is the student's responsibility to have their instructor(s) contact enrollment services with the correction. This must be done in the quarter of the notified absence or the day will be forfeited.
- Please have faculty sign this form as acknowledgement of noted dates and retain a copy for your own records.

Date of Request:	
Student Identification Number:	
Student Name:	
First Faith and Conscience Day:	
Second Faith and Conscience Day:	

Acknowledgement:

Class:	Faculty Signature:	Date:
Class:	Faculty Signature:	Date:
Class:	Faculty Signature:	Date:
Class:	Faculty Signature:	Date:
Class:	Faculty Signature:	Date:

Student or Parent/Guardian Signature: (If under 18 years of age)	Date:
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